

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
Fri 03/06/2015	4:00 pm	7:00 pm	8:30 pm	9:00 pm	One Act Play	Almond - Black Box Theatre (321)	Drama & Theatre (WTHS) Management Team	Adam Miller	B & G Overtime Needed (Admin Use Only) Admin Supervision	Set Up Notes: TO BE UPDATED. Admin Assigned: Susan Coleman	Kim Lobitz	2014-08-11 09:13:12
Sat 03/07/2015		1:00 pm	9:00 pm		Warren Jr Blue Devils Basketball Invitational	Almond - Gymnasium	Warren Jr Blue Devil Basketball (Boys)	Mitch Jacobson	B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only)	Chairs Concessions	Katie Schmidt	2014-10-28 05:28:58
Sat 03/07/2015		3:00 pm	9:00 pm		Warren Jr Blue Devils Basketball Invitational	Almond - Field House	Warren Jr Blue Devil Basketball (Boys)	Mitch Jacobson	B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only)	Chairs Concessions	Katie Schmidt	2014-10-28 05:30:00

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
Sat 03/07/2015	4:00 pm	7:00 pm	8:30 pm	9:00 pm	One Act Play	Almond - Black Box Theatre (321)	(More on next page)	Adam Miller	(More on next page)	(More on next page)	Kim Lobitz	2014-08-11 09:13:46

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
							(Continued from previous page) Drama & Theatre (WTHS) Management Team		(Continued from previous page) B & G Overtime Needed (Admin Use Only) Security Needed (Admin Use Only) Admin Supervision	(Continued from previous page) Set Up Notes: TO BE UPDATED. Admin Assigned: Kory Geisser.		
Sun 03/08/2015		11:00 am	6:00 pm		Warren Jr Blue Devils Basketball Invitational	Almond - Field House Almond - Gymnasium	Warren Jr Blue Devil Basketball (Boys)	Dave Kivimaki	B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only)	Chairs Concessions	Katie Schmidt	2014-10-09 06:39:36
Tue 03/10/2015	3:15 pm	7:00 pm	9:00 pm	9:30 pm	Choir Concert	O'Plaine - Auditorium	Choir Management Team	Natalie Colgan	(More on next page)	Set Up Notes: TO BE UPDATED. Admin Assigned: Stephanie	Kim Lobitz	2014-08-11 09:14:17

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
									(Continued from previous page) B & G Overtime Needed (Admin Use Only) Lighting/Sound Tech Needed (Admin Use Only) Admin Supervision			
Thu 03/12/2015	4:00 pm	6:30 pm	9:00 pm	9:30 pm	Sports Awards @ Almond	Almond - Utility Gym Almond - Room 211 (Lecture) Almond - Gymnasium Almond - Field House Almond - Cafeteria (ALL) Almond - Black Box Theatre (321) Almond - 201 (Gallery)	Athletic Department Management Team	Kim Lobitz Mark Pos	B & G Overtime Needed (Admin Use Only) LCD Projector - Almond Podium Laptop - Almond Portable PA System - Almond Admin Supervision	Set Up Notes: TO BE UPDATED. Admin Assigned: Kim Lobitz, Mark Pos	Kim Lobitz	2014-08-11 09:14:41

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
Wed 03/18/2015	6:30 pm	7:00 pm	9:00 pm	9:30 pm	Band Concert (O'Plaine Concert Bands)	O'Plaine - Auditorium	Band Management Team WTHS Band Boosters	Chris Jenkins Kurt Gros Dave Tribley	(More on next page)	(More on next page)	Kim Lobitz	2014-12-08 13:14:45

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
									(Continued from previous page) B & G Overtime Needed (Admin Use Only) Lighting/So und Tech Needed (Admin Use Only) Admin Supervision	(Continued from previous page) Set Up Notes: TO BE UPDATED. Admin Assigned: Rob Parrott.		
Thu 03/19/2015	6:30 pm	7:00 pm	9:00 pm	9:30 pm	Band Concert (Almond Concert & Sym Bands)	O'Plaine - Auditorium	Band Management Team WTHS Band Boosters	Chris Jenkins Kurt Gros Dave Tribley	B & G Overtime Needed (Admin Use Only) Lighting/So und Tech Needed (Admin Use Only) Admin Supervision	Set Up Notes: TO BE UPDATED. Admin Assigned: Chuck Maurer	Kim Lobitz	2014-12-08 13:15:24

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
Sun 03/22/2015		7:00 am	5:00 pm		Lake County Coin Club	O'Plaine - Cafeteria	Lake County Coin Club	Julie Bell	B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only)		Katie Schmidt	2014-09-05 06:38:52
Tue 03/31/2015		3:00 pm	8:00 pm		Business Education Partners Program	O'Plaine - Lecture Hall O'Plaine - Faculty Cafeteria O'Plaine - Cafeteria West Side (by windows) O'Plaine - Cafeteria East Side (by hallway)	Business and Education Partners Programs (BEPP)	Jeanne Love	B & G Overtime Needed (Admin Use Only)		Katie Schmidt	2015-02-05 11:16:09
Wed 04/01/2015	4:30 pm	7:00 pm	9:00 pm	9:30 pm	NHS Induction Ceremony	O'Plaine - Cafeteria O'Plaine - Auditorium	Management Team National Honor Society	Jeff Knouse	B & G Overtime Needed (Admin Use Only) Lighting/Sound Tech Needed (Admin Use Only) Podium (More on next page)	(More on next page)	Kim Lobitz	2015-02-17 09:55:58

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
									(Continued from previous page) Admin Supervision Wireless Microphone (OP gym/auditorium only) Table(s) Please specify under misc options-set up notes	(Continued from previous page) Set Up Notes: TBD by event contact via work order. Table on stage (2). Large podium on stage. Possible additional set up in the cafeteria. Contact Jeff Knouse for more details.  Will need wireless microphone, lighting and music.		
Thu 04/09/2015	2:15 pm	6:00 pm	9:00 pm	10:00 pm	Fine Arts Festival @ Almond	Almond - Room 211 (Lecture) Almond - Cafeteria (ALL) Almond - Black Box Theatre (321) Almond - 201 (Gallery)	Art Club Art Department - Almond Band Choir Drama & Theatre (WTHS) Management Team WTHS Band Boosters	Rocco Oddo	B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Admin Supervision	Set Up Notes: TBD by event contact Admin Assigned: Admin will be attending.	Kim Lobitz	2015-01-28 10:58:45



Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
Thu 04/23/2015	3:15 pm	7:00 pm	9:00 pm	9:30 pm	Spring Musical	O'Plaine - Auditorium	Drama & Theatre (WTHS) Management Team	Natalie Colgan Sarah Riddell	B & G Overtime Needed (Admin Use Only) Admin Supervision	Set Up Notes: TO BE UPDATED. Admin Assigned: Chris Geocariss	Kim Lobitz	2014-08-11 09:18:08
Fri 04/24/2015	3:15 pm	7:00 pm	9:00 pm	9:30 pm	Spring Musical	O'Plaine - Auditorium	Drama & Theatre (WTHS) Management Team	Natalie Colgan Sarah Riddell	B & G Overtime Needed (Admin Use Only) Admin Supervision	Set Up Notes: TO BE UPDATED. Admin Assigned: Michelle Bertola	Kim Lobitz	2014-08-11 09:19:00
Sat 04/25/2015		7:00 am	11:00 pm		USJN Girls Basketball Tournament	Almond - Gymnasium Almond - Field House	U.S. Junior Nationals	Chris Menning	B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only)	4-court set-up in gym and in fieldhouse  1 table at each court  16-20 chairs for each court  3-4 tables at entrance	Katie Schmidt	2014-08-06 06:01:20
Sat 04/25/2015	9:00 am	2:00 pm	4:00 pm	5:00 pm	Spring Musical	O'Plaine - Auditorium	Drama & Theatre (WTHS) Management Team	Natalie Colgan Sarah Riddell	(More on next page)	Set Up Notes: TO BE UPDATED. Admin Assigned: Rico D'Amore	Kim Lobitz	2014-08-11 09:19:21

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
									(Continued from previous page) B & G Overtime Needed (Admin Use Only) Security Needed (Admin Use Only) Admin Supervision			
Sat 04/25/2015	5:30 pm	7:00 pm	9:00 pm	9:30 pm	Spring Musical	O'Plaine - Auditorium	Drama & Theatre (WTHS) Management Team	Natalie Colgan Sarah Riddell	B & G Overtime Needed (Admin Use Only) Security Needed (Admin Use Only) Admin Supervision	Set Up Notes: TO BE UPDATED. Admin Assigned: Sandy Ridker	Kim Lobitz	2014-08-11 09:19:44
Sun 04/26/2015		7:00 am	4:00 pm		USJN Girls Basketball Tournament	Almond - Field House Almond - Gymnasium	U.S. Junior Nationals	Chris Menning	B & G Overtime Needed (Admin Use Only) (More on next page)	4-court set-up in gym and in fieldhouse  1 table at each court (More on next page)	Katie Schmidt	2014-08-06 06:07:01

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
									(Continued from previous page) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only)	(Continued from previous page)  16-20 chairs for each court  3-4 tables at entrance		
Sun 04/26/2015	3:00 pm	5:00 pm	7:00 pm	8:00 pm	FBLA Banquet	O'Plaine - Cafeteria O'Plaine - Auditorium	Management Team FBLA	Chris Mason Kelly Wilkerson	B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only)	Set Up Notes: TBD by event contact	Kim Lobitz	2014-07-09 14:10:32
Tue 04/28/2015	3:15 pm	7:00 pm	9:00 pm	9:30 pm	Choir Concert	O'Plaine - Auditorium	Choir Management Team	Natalie Colgan	B & G Overtime Needed (Admin Use Only) Lighting/Sound Tech Needed (Admin Use Only) Admin Supervision	Set Up Notes: TO BE UPDATED. Admin Assigned: Stephanie Helfand	Kim Lobitz	2014-08-11 09:20:04

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
Wed 04/29/2015	3:15 pm	7:00 pm	9:00 pm	9:30 pm	Band Concert	O'Plaine - Auditorium	(More on next page)	(More on next page)	(More on next page)	(More on next page)	Kim Lobitz	2014-10-15/ 13:26:59

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
							(Continued from previous page) Band Management Team WTHS Band Boosters	(Continued from previous page) Chris Jenkins Kurt Gros Dave Tribley	(Continued from previous page) B & G Overtime Needed (Admin Use Only) Lighting/Sound and Tech Needed (Admin Use Only) Admin Supervision	(Continued from previous page) Set Up Notes: TO BE UPDATED. Admin Assigned: Peg Merar.		
Thu 04/30/2015	4:00 pm	7:00 pm	8:30 pm	9:00 pm	Jazz Band Concert	Almond - Black Box Theatre (321)	Band Management Team WTHS Band Boosters	Chris Jenkins Kurt Gros Dave Tribley	B & G Overtime Needed (Admin Use Only) Lighting/Sound and Tech Needed (Admin Use Only) Admin Supervision	Set Up Notes: TBD by event contact	Kim Lobitz	2015-01-12 08:42:16
Thu 04/30/2015	3:15 pm	7:00 pm	9:00 pm	9:30 pm	Band Concert	O'Plaine - Auditorium	Band Management Team WTHS Band Boosters	Chris Jenkins Kurt Gros Dave Tribley	(More on next page)	Set Up Notes: TO BE UPDATED. Admin Assigned: Kory Geisser	Kim Lobitz	2014-10-15 13:27:34

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
									(Continued from previous page) B & G Overtime Needed (Admin Use Only) Lighting/Sound/Tech Needed (Admin Use Only) Admin Supervision			
Fri 05/08/2015	3:15 pm	7:00 pm	9:00 pm	9:30 pm	Choir Banquet and Awards	Almond - Cafeteria (ALL) Almond - Black Box Theatre (321)	Management Team Choir	Natalie Colgan	B & G Overtime Needed (Admin Use Only)	Set Up Notes: TBD by event contact	Kim Lobitz	2014-07-09 14:10:33
Sat 05/09/2015	3:00 pm	4:15 pm	5:00 pm	11:00 pm	Prom Check-In	Almond - Almond Campus ALL Locations	Junior Class Board Management Team	Brianne Turano Kim Lobitz	B & G Overtime Needed (Admin Use Only) Security Needed (Admin Use Only) Admin Supervision	Set Up Notes: TO BE UPDATED. Admin Assigned: ALL ADMIN	Kim Lobitz	2014-08-11 09:21:09
Fri 05/15/2015	3:15 pm	7:00 pm	9:00 pm	9:30 pm	Drama Banquet and Awards	Almond - Cafeteria (ALL) Almond - Black Box Theatre (321)	Management Team Drama & Theatre (WTHS)	Adam Miller Sarah Riddell Natalie Colgan	B & G Overtime Needed (Admin Use Only)	Set Up Notes: TBD by event contact	Kim Lobitz	2014-07-09 14:10:34

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
Sat 05/16/2015		8:00 am	10:00 pm		BBall Dreams - Central IL AAU	Almond - Gymnasium Almond - Field House	Central IL AAU	Brian Davis	B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only)	Chairs -TBD  Tables - 8	Katie Schmidt	2015-05-11 09:45:39
Sun 05/17/2015		8:00 am	6:00 pm		BBall Dreams - Central IL AAU	Almond - Gymnasium Almond - Field House	Central IL AAU	Brian Davis	B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only)	Chairs -TBD  Tables - 8	Katie Schmidt	2015-05-11 09:46:37
Fri 05/29/2015		11:00 am	3:00 pm		Millburn Graduation Set Up & Ceremony	Almond - Gymnasium Almond - Field House Almond - Cafeteria (ALL)	Millburn School	Jake Jorgenson	(More on next page)	Chairs - 1000  Tables -10  Band/choir riser	Katie Schmidt	2015-03-16 11:50:46

Wireless  
Microphone

Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
									(Continued from previous page) B & G Overtime Needed (Admin Use Only) Security Needed (Admin Use Only) Table(s) Please specify under misc options-set up notes Chairs (please specify under misc options-set up notes) Portable PA System - Almond			
Sat 05/30/2015		8:00 am	3:00 pm		Millburn Graduation Set Up & Ceremony	Almond - Field House Almond - Gymnasium Almond - Cafeteria (ALL)	Millburn School	Jake Jorgenson	(More on next page)	Chairs - 1000  Tables -10  Band/choir riser	Katie Schmidt	2014-09-24 12:10:22

Wireless  
Microphone



Date	Setup	Start	End	Break down	Event Name	Location	Group	Contact Full Name	Equipment	Setup Instructions	Created By	Last Modified
									(Continued from previous page) B & G Overtime Needed (Admin Use Only) Security Needed (Admin Use Only) Table(s) Please specify under misc options-setup notes Chairs (please specify under misc options-setup notes) Portable PA System - Almond			