

Thu, 06/02/22

<u>When?</u>	<u>Who?</u>	<u>What?</u>
9:00AM	Capital Producitons	Begins stage and sound setup
10:00AM	Facility	Places stages in the designated areas
12:00PM	Party Reflections	Party Reflectiosn drops off pipe and drape, tables, and chairs at venue
3:00PM	Power Team	Pack equipment into truck at Warehouse
3:00PM		Communications staff and Kelly drop off banners, do banner plan, and do run-through of President's Dinner AV

Fri, 06/03/22

<u>When?</u>	<u>Who?</u>	<u>What?</u>
8:00AM	Capital Producitons	Arrives to continue set-up of stage and sound
9:00AM		Communtication staff arrives to manage stage and Stephanie arrives to walk through the venue with facility
11:00AM		Governor's staff arrive to review venue plans with Communications staff
12:00PM	Power Team	Adds cold volunteer drinks and leaves warehouse to deliver equipment, volunteer drinks and cauldron
1:00PM		Venue Team arrives to walk through venue and prepare for set up
1:00PM		President's Dinner preparations begin
1:30PM		Set aside transportation equipment for disbursement
1:30PM	Tar Heel Challenge	Group of 8 arrives at venue - begin with set up of Torch Run area
1:30PM		Radios handed out
2:00PM		Empty box truck departs for warehouse
2:30PM		Leslie brings propane tank, tests the cauldron
3:00PM		Fire Marshal arrives for cauldron testing
3:00PM		Torch Run walkthrough of Ring of Honor
3:15PM		Police motorcycles arrive to cool off outside the building
3:30PM		Leslie's group will set up Torch Run hospitality area
3:30PM		Torch Run runners arrive at venue to park (will be shuttled over to Final Leg starting point)
3:30PM		Transportation arrives to set up parking, have equipment ready

3:30PM		Security Managers Arrive
3:45PM		Motorcycles rolled in and placed by the stage
4:00PM	Facility	Bag check stations are set up at all entrances
4:00PM		Medical personnel arrive
4:30PM		Torch Run begins at NC State
4:30PM	Tar Heel Challenge	Departs venue
4:45PM		Ensure door greeters (Civitas) are in place at VIP entrance
4:45PM	Facility	Bag check stations are ready to begin at VIP entrance
4:45PM		Volunteer check-in begins - bulk arriving at 5:00pm
5:00PM		Dinner arrives for volunteers
5:00PM		VIP entrance opens for President's Dinner
5:00PM		Begin stage guest walkthroughs with Communications staff
5:00PM	Facility	Water stations are set up
5:15PM		Volunteers arrive - send to change shirts and get food
5:30PM		President's Dinner begins
5:45PM	Café Carolina	starts to set up Torch Run hospitality
5:45PM		Volunteer Training on stage
6:00PM	Capital Producitons	Stage opened up to prepare for program
6:00PM		President's Dinner program begins - 6-6:30pm USA Games focus, 6:30-7pm sponsor recognition
6:00PM		Access to lockerrooms for Torch Run officers begins
6:15PM		Torch Run and Flame of Hope arrive at venue
6:15PM		Lock volunteer room
6:15PM		Ensure door greeters (Civitas) are in place at South Fast entrance
6:15PM		DJ begins playing music
6:15PM		Ensure all volunteers are in place
6:30PM	Cirque de Vol Production	LED Hooper arrives and starts performing
6:45PM		Final check with security, transportation, volunteers, and logistics - then open the front doors!

7:00PM	Power Team	Brings empty box truck to Reynolds for equipment load up at the end of the night
7:00PM		President's Dinner program ends
7:00PM		Torch Run presentation to executive council in Torch Run hospitality area
7:00PM		Any delegations not yet arriving are contacted to determine ETA
7:10PM		Stage guests report to stage for Opening Ceremony
7:15PM		Program participants brought down to backstage
7:15PM		Officers change into Class A uniforms in lockerrooms
7:15PM		Begin teardown of President's Dinner
7:30PM	Cirque de Vol Production	LED Hooper departs venue
7:30PM		Opening Ceremony begins promptly!
7:30PM		The venue team sits to watch Opening Ceremony :)
8:00PM		Access to lockerrooms for Torch Run officers ends
8:30PM		Torch Run hospitality area cleaned out
8:30PM		Uniformed officer returns to parking lot to monitor traffic
8:45PM		Opening Ceremony ends
8:50PM		Unlock volunteer room
9:00PM		Volunteers assist with the teardown and loading equipment onto box truck- pack radios last
9:00PM		DJ stops playing music
11:00PM		Teardown of venue complete
11:00PM		Box truck brought back to SONC warehouse

Sat, 06/04/22

<u>When?</u>	<u>Who?</u>	<u>What?</u>
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10:00AM	Power Team	Unload OC equipment at warehouse
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Mon, 06/06/22

<u>When?</u>	<u>Who?</u>	<u>What?</u>
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12:00PM	Party Reflections	Party Reflections picks up equipment from venue
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