

SCHOOL OR GRAD LOGO

AFTER- GRAD EVENT SCHEDULE

EVENT DATE

AFTERGRAD TEAM

NAME	ROLE	ONSITE CELL NUMBER
	Venue Manager	
	Venue Contact onsite	
COORDINATORS		
	Overall Event Coordinator	
	Volunteer Coordinator	
LEAD VOLUNTEERS		
	Entertainment Handler	
	Wellness Room – Doctor	
	Wellness Room – Nurse	
	Wellness Room – Nurse	
	Wellness Room – First Responder/Paramedic	
	Police Officer – on duty	
	Oversee Lounge/Games Room	
	Oversee Nightclub	
	Oversee Main Concourse	
	Oversee Casino (Pit Boss)	
	Oversee Prize Draw	

EVENT FLOW /TIMING

TIMING	RESP	DESCRIPTION
10.00 am	Venue	Access for loading in – all rooms except main concourse
	Name	Provide Master Attendance list to venue
	Suppliers	All suppliers delivering between 12 noon and 5 pm today – see Install Schedule
	Parents	Additional deliveries, see Install Schedule

9.00 pm	Volunteers	All volunteers, except wellness team- touch base meeting ✓ Review roles and responsibilities
9.30 pm	SUB	Access for loading in – main concourse
		✓ All teams/volunteers set up their areas
		✓ Dealers, dress in costumers, practice dealing
Install of Outside Entrance treatment		
	Names	Follow instructions on table marked “Outdoor Entrance”
Outside Clothing Tables		
	Names	All clothing assembled in alpha order by last name
Main Concourse Set up		
	Names	Install Hot Dog Machine – set up condiments table
	Names	Install Popcorn Machine - set up condiments table
	Names	Tattoo Area – supplier will handle this
	Names	Caricaturist Tables – set up chair, lamp
	Names	Set up Video Games - DDR, Rock Band
	Names	Set up T-Shirt tables, shirts, lists, pens ready to go
	Names	Set up Coat Check, tables
	Names	Set up Buffet table – see instructions on set up table
	Names	Washrooms – put out some of the ‘refresh amenities’
Lounge	Names	Set up Video Games - XBOX and Nintendo Wii
		Karaoke – DJ will take care of this
		Arcade Games – already in place by supplier
		Foosball, Air Hockey in place with all parts, ready to play
	Photo Booth – already set up, with attendant in place	
	Names	Digital Photo Loop – set up
Names	Buffet table linens, grass skirting, fish nets & seashells	
Nightclub	Names	Set up buffet items – see instructions on set up table
	Names	There will be tiki torch centerpieces coming from the dinner/dance to go on the tables, scattered along with new candles, which will need to be lit
	Names	Glow necklaces, bracelets and beach balls (these need to be blown up) can be stored under the buffet until needed.

Casino	Names	Set up Bingo game, player supplies, check microphone
	Names	Set up Registration table, "Panther" bucks (casino money), red dealer pens, Master attendance list copy for sign out

Wellness Room

	Names	Set up mats, linens, & pin "allergy alert" list to board
10.00 pm	Names	Check all buffets, ensure all items are available
10.15 pm	Names	In place at the dinner/dance to move the guests on buses take the novelty items, the ID wristbands, the name lists, the driver gratuities and the bus escort scripts

DINNER/DANCE VENUE

10.30 pm	Names	Pick up dinner/dance items that are being shared with the After-Grad event, from the dinner/dance venue – see list
10.30 pm	Names	In place to get ready for guest transfer <ul style="list-style-type: none"> ✓ all toys placed on seats, alternating, boy/girl on the buses ✓ brief and distribute driver gratuities ✓ lists and ID bracelets set up inside with 45 of each colour
10.40 pm	Names	Begin distributing wristbands and loading the buses – load half the group on this first shuttle and the other half on the second shuttle split the group evenly between both buses <ul style="list-style-type: none"> ✓ Buses will take at least 10 minutes to load, so grads may not arrive until approx 10.55 pm ✓ Bus escorts – please get on the microphone once the bus starts moving to read your script

AFTER-GRAD VENUE

10.30 pm	Names	Main concourse - Start up Hog Dog Machine
	Names	Main concourse - Start up Popcorn Machine
	Names	Entrance - performers begin to arrive - please greet & show them their location and then make sure they are in position, ready to go, have what they need
	Names	Entrance - In place to assist with security firm
10.45 pm	Names	In position outside and inside, ready to receive guests Someone needs to light the tea lights (Nightclub) – thanks
	DJ	Entrance - Music playing outside front entrance
10.50 pm	Guests	Entrance – First guests arrive, coaches return for second shuttle with bus escorts
	Names	Outside Clothing – In position ready to receive guests

	Names	Coat Check – In position ready to receive guests
	Names	Pirate/Mermaid In place outside, ready to receive guests, handing out leis. Pirate handing out gold doubloons
	Names	Photographers - In position to take photos for the digital loop – try to get some guests arriving with their novelties
	Names	Servers - Ready with “mocktails” & canapés - some pouring, some serving, some taking empty glasses, some serving food – veggies/dip
	Names	Wellness Room - Set up to receive as needed – mats/blankets in place, all meds to go to the doctor onsite from the security & coat check
	Names	Casino – In position at registration to sign in guests, hand out “Panther” bucks (casino money)
	Names	Bingo – Dealers & Bingo callers can spell each other off, or help each other with this one when there are guests
	Names	Pool Table – Oversee play
	Names	Nightclub - In place with glow sticks at the entrance and please keep a watchful eye on the back doors at all times
	Names	T-Shirts – One per to every other grad/guest – extra or leftover shirts go to the coat check once this table closes
11.30 pm	Names	Contests – all contests are now up and running
	Names	Washrooms - first check of washrooms – then every 30 minutes from now until 5 am – refresh with amenities as needed
11.45 pm	Names	Outside - Once the last guest has passed through the doors, any unclaimed clothing moves to the coat Check- it goes through security before it enters the building
	Names	Outside Teardown – the outside decorating and lighting gets torn down - everything goes back into the set up area for pick up tomorrow by suppliers
12 am	Names	Casino - Costumed servers begin serving water, food etc.
1 am	Venue	delivery of volunteer food to the wellness room
1.30 am	Names	Nightclub/Prizes - all prizes need to be moved into the nightclub in preparation for the Prize Draw – someone needs to keep these secure during the band and hypnotist’s performance – thanks

2.00 am	Band	Live performance – 30 minute play time
2.30 am	Band	Released, the band may watch the hypnotist because they cannot tear down yet – provide payment - remind the band that their equipment must be removed by noon on Friday – there is another event in this space
	Names	Nightclub - 24 chairs now onstage for hypnotist - ask him how they are to be arranged (stored behind the stage curtain)
2.30 am	Hypnotist	Onstage now, 1.5 hour show – DJ will introduce himself
3.00 am	Karaoke	Released now, will tear down now as this room is closing down – no payment at this time
	Caricaturists	Released now, provide payment
	Magician	Released now, provide payment
	Photobooth	Released now, provide payment
	Tattoo Artists	Released now, provide payment
3.30 pm	Names	Lounge - close the lounge, clean up, move decorating items back to the set up area for supplier pickup tomorrow.
	Names	Casino – close the casino, clean up, move decorating items back to set up area for supplier pick up tomorrow. – the Pit boss & registration volunteers to determine a casino winner and a bingo winner – for the prize draw
3.45 am	Names	Please go around announcing the prize draw to all guests starting at 4 am – they have to be in that room in order to win
3.50 am	Names	Nightclub – Prize volunteers can now make their way to the nightclub to help with the prize draw - 2 people to record all the winners (this is a gaming requirement; please record names carefully/accurately).
4.00 am	Hypnotist	Released, provide payment
4.05 am	Names	Prize Draw - Announce that the prize draw is about to take place - grads should get water/food, take a washroom break, before we start – they have to be in the room to win. Keep the prizes moving along in order on the table, someone to hand them to the prize MC, someone to add another to the table as we move along, and record the exact winning names of the tuition/bursary winners.
	DJ	Play the ‘grad’ song just before Prize Draw begins
4.30 am	Bus Escorts	Gather up extra granola bars and bottled water, to load on to the buses when they arrive, along with recycling and garbage bags.

	Names	Coat Check – In place, ready for the grads/guests to come running as soon as the prize draw ends
4.45 am	Buses signs	Spot the buses, provide cash gratuities, and put coloured in bus windows
	Names	Bus Escorts -Be ready to stand by your bus – you should have your food and bags onboard ✓ Check all wristbands, grads/guests must board the bus that matches their wristband because our lists must match the names of those onboard, in case of an accident enroute ✓ Put your coat or purse on the seat behind the bus driver, to reserve that seat – you need to sit up front, and be near the microphone if needed.
4.50/5 am	Names	Nightclub - Announce that buses are now loading, and the procedure re: coloured wristbands.
	Names	Line Control - please direct guests to the bus that has the same colour sign as their wristband – release 8-10 at a time to maintain control and keep the flow going.
5.00 am	DJ	DJ is released to tear down, provide payment
	Names	All rooms - teardown begins in every room - everything goes back to the set up area except the larger pieces in the casino and arcade games in the Lounge - We only have until 6 am to get it all cleaned up
5.30 am	Buses	Buses arrive to return location, RCMP are onsite
6 am	Names	One last walk through the venue to ensure that we have not forgotten anything or missed cleaning anywhere

**Friday Morning
10 am – 2 pm**

Supplier pick up for all rentals, band equipment etc. See Install/teardown schedule

THANK YOU VOLUNTEERS – YOU MADE IT HAPPEN!