

# 1998 CREW ZONES AND DUTIES

(Page 1 of 3 - 12/31/97)

## **ZONE 1: Christine Schott**

Wilmington Trust(1), IM Pei Lobby and Courtyard(18), Chase Manhattan(27),  
1<sup>st</sup> Presb Sanc and Social(12), MBNA(15), Courthouse Lobby and Corridor(5)

## **ZONE 2: Jeff Smith**

Nemours Lobby and *Auditorium*(25), Dupont 10<sup>th</sup> St. Lobby(19), *Playhouse*(17),  
PNC 300(23), PNC 222(16), Grace Methodist *Sanc* and Social(7), Mellon Lobby(21)

## **ZONE 3: Aaron Immediato**

Rodney Square(3), Library Left and Right Rms(2), One Rodney Square Lobby(31)

## **ZONE 4: Jaimie Leader**

*Woolworths*(28), Brew Ha Ha(24), Franciscan Cntr(20), *Encore Books*(32),  
*WSFS*(29), *Grand Opera House*(10), St Matts Aud and Crypt Rm(4), *Ninth St Books*(30),  
CCAC Dance Studio and Theatre(26)

## **ZONE 5: Randy Howk**

DE School of Art(22), Foley Jeweler Canopy(719 Market), Historical Soc Library(11),  
Historical Soc Museum(13), Brandywine Suites Window(8), Finale Stage(6),  
Train Station(33)

FLOATERS: Wally Henry, Eugene Taylor

HEADQUARTERS: Maureen Mason

# 1998 CREW DUTIES

Page 2 of 3

(12/31/97)

## WEDNESDAY, 12/31 - PRE-EVENT DUTIES

9:00 - 10:00	Label radios w/ tags & record #s	Maureen
9:00 - 10:00	Set-Up button booths & run power	Wally/Aaron
10:30 - 11:00	Set tables/chairs in Library Left: 2 tbls, 3 chrs backstage Set 3 chrs on stage in St Matts Crypt Set 2 chrs, 2 tbls on stage St Matts Aud	Jaimie/Randy
12:00 - 3:00	Distribute Venue Signs and stands	Jeff/Eugene/Wally & City vehicle
12:00 - 1:00	Hang banners on Rodney Sq Tent And Odouls=s banner Train Station	Jaimie/Aaron/Randy
1:00 - 2:00	Hang coffee signs at Woolworths and Set-Up Duer suite at 601 Market	Jaimie/Randy
2:00 - 4:00	Help Girl Scouts set-up at Rodney Sq Move piano to SR moat & put 8 chrs, 1 tbl on stage: Grace Meth Social	Aaron Christine/Jaimie/Randy
3:00 - 4:00	Move Supplies from CSB to Wilm Trust Loading Dock (IF NEEDED)	Wally/Eugene & City Vehicle
3:00 - 4:00	Hang Venue sponsor banners	Chrisitine/Jaimie
4:00 - 5:00	Crew begin area checks - report to RC	All Crew (except Aaron)
4:00 - 4:45	Aaron to HQ for dinner	Aaron
4:45	Aaron to Rod Sq tent - Kevin Roth	Aaron
5:00 - 5:45	Crew to HQ for dinner	All Crew (except Aaron)
5:45 - 6:00	All crew Final Briefing	All Crew (except Aaron)
6:00	Crew area sweep/check - report to RC	All Crew (except Aaron)
6:00	Re-Fuel generator at Finale Stage	Eugene
6:00	Help Accent Tents strike tables Rod Sq	Aaron/Wally
6:30	Move coffee equipt from HQ to Woolworths	Eugene & City Vehicle
6:30	Strike tables/Chairs at Rod Square tent	Aaron & Accent Tents

# 1998 CREW DUTIES

WEDNESDAY, 12/31 - EVENT SPECIAL DUTIES

6:30	Rod Sq Tent: move Kevin Roth to CSB	Wally/Eugene
7:30	Grace Meth Sanc: Set-up Pilipino Group (Alicia King) and assist w/house-stage lights	Jeff
7:45	Woolworths: Move Screen to SL of stage	Jaimie/Randy
7:45	Courthouse Corridor: Help Prof Shen load-out	Eugene & City Vehicle
7:45	1 <sup>st</sup> Presb Sanc: Turn from Madrigals to Clinch	Christine
7:45	Nemours Lobby: turn from Ford to Aires	Wally
8:15	IM Pei Lobby: Turn from Inside Things to Right Hemisphere	Eugene/Christine
8:30	PNC 300: turn from 2 <sup>nd</sup> Chance to Vic Sadot	Jeff
8:45	Hist Soc Library: Help Baroque off / Duer on	Randy/Wally
9:30	Franciscan Cntr: Help Vacca/Moran set-up	Jaimie/Jeff
9:30	One Rodney Sq: Help Reputations Load-Out And to Finale Stage	Aaron/Wally & City Vehicle
9:30	Nemours Lobby: turn from Aires to henry	Eugene
9:45	1 <sup>st</sup> Presb Sanc: Turn from Clinch to Baroque	Chrsitine
10:00	Woolworths: load coffee supplies to HQ	Jaimie & golf cart
10:15	1 <sup>st</sup> Presb: wait for Golden Medina to arrive and help unload and set-up in Social Hall	Eugene/Christine
10:30	HQ: load coffee supplies to Train Station	Maureen & City Vehicle
11:15	Rodney Sq Tent: help load Alfie Moss band to Train Station (band=s vehicles)	Aaron
	Rod Sq: golf cart Alfie Moss to WDEL and Then to train station	Christine
11:15	Pick-Up all venue signs & return to HQ	Jeff/Eugene/Wally & City Vehicle
11:15	Strike all FNW equipt from 3 button booths & venue sponsor banners to HQ	Maureen/Jaimie (golf cart)

CREW DUTIES - ZONE 1 - MBNA, COURTHOUSE - ERIN (12/27/00)

## **SATURDAY 12/30 - AFTERNOON**

- **deliver 1 FNW banner stand each to outside MBNA and COURTHOUSE**

## **SUNDAY 12/31 - 10AM – 4:30PM**

- 9:50 - hang FNW outdoor venue banners at MBNA and CH
- 10:00 - meet PIX people at CH hc ramp with BC/BA banner. Help load into lobby and  
hang banner
- 10:30 - meet MARIONETTE GUY (John Warner) at MBNA freight elevator (Orange and 12<sup>th</sup>) and help load in (Jesse will assist)
- 11:00 - meet BEARS at front door MBNA and help load in. Make sure their boom box works OK and they are OK. Make a check on John Wagner.
- 11:30 - meet WAX MAN (Jeff Smith) at CH hc ramp and show him where to set up.
- 11:45 - check on BEARS and let RC know when show starts at Noon.
- 12:05 - go to CH and let RC know if PIX is open and running
- 12:30 - check on WAX MAN. Let RC know when he is open
- 12:35 - check on MARIONETTE GUY and let RC know when his 1pm show starts
- 1:00 - Lunch Break at CSB
- 1:30 - begin your a rotation of CH/MBNA checks
- 3:30 - strike CH/MBNA exterior banner stands to CSB
- 3:45 - load out MARIONETTE GUY
- 4:00 - go to CH and get PIX banner
- 4:10 - help MARIONETTE GUY until 4:30
- 4:30 - Dinner Break at Amtrak Station Conference Room – recharge radio

**CREW DUTIES - ZONE 2 - PRESB, PLAYHOUSE, MELLON - (12/27/00)**  
**JESSE**

**SATURDAY 12/30 - AFTERNOON**

- deliver 1 FNW banner stand each to outside PRESB, PLAYHOUSE & MELLON

**SUNDAY 12/31 - 9:30AM – 4:30PM**

- 9:15 - hang FNW outdoor venue banners at PRESB, PLAYHOUSE & MELLON
- 9:30 - go to PH and give RC a status report
- 10:00 - go to CH and help ERIN load-in PIX PEOPLE
- 10:30 - help ERIN load-in MARIONNETTE GUY at MBNA freight elevator (12<sup>th</sup> & Orange)
- 11:00 - go to MELLON and help JUNGLE JOHN load-in and test sound equipt
- 11:30 - go to PH and give RC a status report
- 11:50 - go to MELLON and tell RC when JJ show starts at noon
- 12:05 - lunch break at CSB
- 12:40 - go to PH and give RC a status report
- 12:55 - go to ROD SQ and help change bands
- 1:15 - go to PRESB and check on JUGGLING HOFFMANS. Let RC know when 1:30shows starts
- 1:45 - go to LIB LEFT RM and help GABE load-out F&M. Help set-up GRIOTS
- 2:15 - go to MELLON and let RC know if JJ is out. Status of stage/Lts/Snd?
- 2:30 - check on HOFFMANS at PRESB
- 2:45 - go to PH and give RC a DOG SHOW report
- 3:15 - strike PH/MELLON/PRESB exterior banner stands to CSB
- 3:45 - go to MBNA and help ERIN load-out MARIONNETTE GUY
- 4:30 - Dinner Break at Amtrak Station Conference Room – recharge radio

**CREW DUTIES - ZONE 3 - LIBRARY LEFT RM, ONE ROD SQUARE LOBBY  
GABE (12/27/00)**

**SATURDAY 12/30 - AFTERNOON**

- 1:15 - hang Cross Country Bank banner on fence of Library
- 1:30 - strike tables and chairs in left room of library

**SUNDAY 12/31 - 9:30AM – 4:30PM**

- 9:30 - help TRISH move and set-up 2 SKY TICKLERS
- 10:30 - go to library and help FINK & MARXER loa -in/set-up
- 11:00 - go to ONE ROD and help TUCKERS load-in/set-up
- 11:30 - check on TICKLERS
- 11:45 - check on F & M
- 11:55 - check on TUCKERS. Let RC know when noon show starts
- 12:05 - check on F & M. Let RC if show has started
- 12:10 - lunch break at CSB
- 12:40 - do a rotation check of LIB and ONE ROD
- 1:00 - to to ROD SQ and help change bands
- 1:45 - go to LIB and load-out F&M, help GRIOTS set up
- 2:00 - let RC know when 2pm GRIOTS show starts
- 2:10 - check on TUCKERS. Check trash build-up outside ONE ROD. Need hauling?
- 3:30 - strike LIB/ONE ROD SQ exterior banner stands and CC BANK banner to CSB
- 4:00 - strike SKY TICKLERS (Ziggs will help)
- 4:30 - Dinner Break at Amtrak Station Conference Room – recharge radio

**CREW DUTIES - ZONE 4 - RODNEY SQUARE STAGE (12/27/00)**  
**ZIGGS, STU, DAWN, COLLIN, DAELYNN**

**SUNDAY 12/31 - 10AM – 4:30PM**

- 9:30 - to ROD SQ and help ZEO/LA set-up
- 10:00 - FIRE MARSHALL check - RC and Stu (@ power shed)
  - load STAGE 4 BAND on-stage
- 10:30 - ZEO sound check STAGE 4
- 10:40 - gather KIDS & CO band from LIB RIGHT RM
- 10:50 - (or when STAGE 4 sound check complete) mv STAGE 4 equip upstage
- 11:00 - ZEO sound check KIDS & CO band
- 11:05 - gather LITTLE WOMEN BAND from LIB RIGHT RM
- 11:15 - mv KIDS & CO from stage and ZEO sound check LITTLE WOMEN BAND
- 11:20 - gather 3 BELOW band from LIB RIGHT RM
- 11:30 - mv LW BAND from stage and ZEO sound check 3 BELOW band
- 11:40 - gather STAGE 4 band from LIB RIGHT RM
- 11:45 - mv 3 BELOW band from stage and re-set STAGE 4 BAND onstage
- 11:45 - gather MAYOR SILLS, CURTIS RIDDLE, RALPH, KAREN – mic check
- 11:55 - final sound check STAGE 4 BAND
- 12:00 - Start entertainment portion with MAYOR SILLS and CURTIS RIDDLE
  - Collin, Stu and Daelynn lunch break at CSB (return @ 12:30)
- 12:05 - Go with ROCKIN RALPH and KAREN
- 12:15 - Go with STAGE 4 BAND
- 12:50 - gather KIDS & CO from LIB and RALPH/KAREN
- 1:00 - strike STAGE 4 and set KIDS & CO
  - Go with Ralph and Karen
- 1:15 - Go with KIDS & CO
  - Lunch Break at CSB for ZIGGS and DAWN (back @ 1:45)
- 1:50 - gather LITTLE WOEM from LIB and RALPH/KAREN
- 2:00 - strike KIDS & CO, set LW Band
  - Go with RALPH, KAREN
- 2:15 - Go with LW Band
- 2:30 - Break Collin, Stu and DaeLynn until 3pm
- 3:00 - gather 3 BELOW band and RALPH/KAREN
- 3:10 - strike LWB and set 3 BELOW
  - Go with RALPH, KAREN
  - Break Ziggs and Dawn until 3:40
- 3:25 - Go with 3 BELOW band
- 3:30 - strike ROD SQ exterior banner stands to CSB
- 3:45 - gather RALPH, KAREN
- 3:55 - Go with RALPH, KAREN
- 4:00 - ZIGGS help GABE strike TICKLERS to CSB
  - DAWN, COLLIN, DAELYNN re-set LIB LEFT RM
  - STU help strike DISNEY folks
- 4:30 - Dinner Break at Amtrak Station Conference Room – recharge radio

**CREW DUTIES - I.N.G. PERFORMANCE TENT - (12/27/00)**  
**TRISH (1:30 – 2:45) and ZIGGS (7:30 – 11:30)**

**SATURDAY 12/30 – AFTERNOON**

- hang 2 ING banners on tent: 1 faces RT13, 1 faces audience

- deliver 1 FNW banner stand to tent

### **SUNDAY 12/31 - 1:30PM – MIDNIGHT**

- 12:30 - TRISH lunch break at CSB
- 1:30 - TRISH report to tent. ZEO should be completing sound set-up and SHAO LIN should loading-in.
  - hang FNW venue banner
- 2:00 - SHAO LIN will tech their performance with ZEO sound
- 2:45 - TRISH check-out with BRIAN GREY of SHAO LIN and report to DTC.
- 4:00 - SHAO LIN finishes tech
- 4:30 - ZIGGS - Dinner Break at Amtrak Station Conference Room – recharge radio
- 6:00 - go to RIVER FRONT MARKET and load-in JOHN CURRY to the upstairs. Set him off to the side of RUTH BRAINARD's set up (RUTH plays at 7, John at 8:00)
- 7:30 - Help ready SHAO LIN
- 8:00 - Go SHAO LIN #1
- 8:45 - End SHAO LIN #1
- 9:45 - ready SHAO LIN
- 10:00 - Go SHAO LIN #2
- 11:00 - Strike SHAO LIN
  - Strike both ING banners
  - Strike FNW banner stand

**CREW DUTIES - D.T.C. GAME SHOW - (12/27/00)  
TRISH**

**SATURDAY 12/30 - AFTERNOON**

- deliver 3 FNW banner stands to DTC loading dock area
- hang CROSS COUNTRY BANK MILLENIUMAIRE banner at Tubman Park

**SUNDAY 12/31 - 3:00PM – MIDNIGHT**

- 3:00 - DTC will open for us to load-in:
  - 4 bar tables and covers (ACCENT TENTS)
  - 1 sound system (ZEO)
  - 1 LCD projector and Screen (ZEO)
  - 1 comouter game set-up (Paul Saltin)
  - 2 stage banners (Paul Saltin)
- hang FNW outside venue banner
  - move two FNW banner stands to stage for Paul's banners
  - oversee load-in, set-up, rehearsals
  - keep a good relation with DTC personnel
- 5-ish - radio when you want dinner and we'll bring you something
- 7:00 - Show #1
- 8:00 - Show #2
- 9:00 - Show #3
- 10:00 - Show #4
- 11:00 - Show #5
- 11:30 - End of Performances
  - strike 3 FNW banner stands
  - help strike out vendors/performers (have everyone out by Midnight)
- 12:15 - Strike CROSS COUNTRY BANK MILLENIUMAIRE banner from Tubman Park

**CREW DUTIES - AMTRAK LOBBY - (12/27/00)**  
**ERIN**

**SATURDAY 12/30 - AFTERNOON**

- deliver 1 FNW banner stand to AMTRAK loading dock

**SUNDAY 12/31 - 5:00PM – MIDNIGHT**

***AMTRAK Fun Facts:***

- *Ron Edwards is our on-site Amtrak Rep*
- *The conference room by Customer Service is a Green Room for FAB as well as FNW HQ*
- *FAB can use VIP room upstairs as well*

- 5:00 - assist FABMANIA load into train lobby
- hang FNW outdoor venue banner
- 6:00 - ZEO sound check FAB
- 7:00 - Go FAB #1
  
- 7-11 - You will run this venue as well be RC's go-to-guy when trouble rises
  
- 11:00 - End of FAB's final set
- strike FNW banner stand

**CREW DUTIES - BACKSTAGE NITE CLUB - (12/27/00)  
DAWN**

**SATURDAY 12/30 - AFTERNOON**

- deliver 1 FNW banner stand to outside BACKSTAGE riverfront doors

**SUNDAY 12/31 - 5:00PM – MIDNIGHT**

- 5:45 - assist BLACKBIRDS load-in
- place and hang FNW outdoor venue banner
- 6:30 - ZEO sound check FAB
- 7:00 - Go BB #1
- 7:45 - end of BB #1
- go to MARKET UPSTAIRS and help JOHN CURRY set-up (Jesse will be there too helping BRAINARD strike to her car)
- 8:00 - Go BB #2
- 8:15 - Help MARY ARDEN COLLINS band load into space (not to stage yet)
- 8:45 - strike BB - help MAC band set up
- 9:00 - ZEO sound check MAC
- 9:15 - GO MAC #1
- 10:00 - end MAC #1
- 10:15 - Go MAC #2
- 11:00 - End of MAC #2
- strike FNW banner stand
- 11:30 - go to MARKET UPSTAIRS and help JOHN CURRY load out

**CREW DUTIES - MARKETPLACE UPSTAIRS, PALLET,  
PAVILLION, D.A.R.T.**

**- (12/27/00)**

**JESSE**

**SATURDAY 12/30 - AFTERNOON**

- deliver 1 FNW banner stand to outside MARKETPLACE
- deliver 1 FNW banner stand to PALLET
- deliver 1 FNW banner stand to PAVILLION
- deliver 1 FNW banner stand to DART LOBBY

**SUNDAY 12/31 - 5:00PM – MIDNIGHT**

- 5:20 - set FNW outdoor banners in place at DART, PAVILLION, PALLET and  
MARKETPLACE NE entrance
- 5:45 - help load in upstairs and set-up on stage RUTH BRAINARD
- (6:00 - ZIGGS will load-in JOHN CURRY and set off to the side of RUTH)
- 7:00 - Go RUTH BRAINARD
  - check on MUMMERS @ PAVILLION
  - check on IMPROV @ DART
- 7:45 - strike BRAINARD to her vehicle
  - (DAWN will come and help CURRY set-up)
- 8:00 - Go CURRY #1
  - go to DART and help GRAVY load in to building (not to stage until 8:30)
- 8:45 - End CURRY #1
  - go to BACKSTAGE NITE CLUB and help change over bands with DAWN
- 9:00 - CheckGo CURRY #2
- 9:15 - check on CURRY
  - check on GRAVY
- 9:45 - End CURRY #2
- 10:00 - Go CURRY #3
- 10:45 - End CURRY #3
- 11:00 - Go CURRY #4
- 11:30 - End CURRY #4; help him load out (DAWN will help)
  - strike FNW banner stands from DART, PAV, PALLET, MARKET UPSTAIRS

**CREW DUTIES - FINALE STAGE (TUBMAN PARK) - (12/27/00)**

**STU, GABE, COLLIN, DAELYNN**

**SATURDAY 12/30 - AFTERNOON**

- deliver ? FNW banner stands to stage
- **deliver 3 hanging banners to Light Action (see RC for details)**

**SUNDAY 12/31 - 5:20PM – MIDNIGHT**

- 5:20 - set FNW outdoor banner stand(s) in place at park entrance
- 5:30 - help TRACY SHY ELLIS load onto stage and set-up
- 6:15 - ZEO sound check TSE
- 7:00 - Go TSE #1
- 7:15 - Break at PA BLDG for DAELYNN and GABE (until 7:45)
- 7:45 - End of TSE #1
- 8:00 - Go TSE #2
  - help load in JERRY & JUVENILES to backstage
- 8:10 - Break at PA BLDG for STU and COLLIN (until 8:40)
- 8:45 - Strike TSE offstage , load on stage and set up JERRY & JUVENILES
- 9:00 - ZEO sound check J&J
  - help move TSE to vehicles
- 9:15 - Go J&J #1
  - Break at PA BLDG for DAELYNN and GABE (until 9:45)
- 10:00 - End of J&J #1 (if they play without a break that's OK too)
  - help load in CARDIAC ALLSTARS to backstage
- 10:15 - Break at PA BLDG for STU and COLLIN (until 10:45)
- 11:00 - Strike J&J offstage
  - move pipe and drape to DSC & set 2 mics for J-7 ACAPELLA group
  - set-up CARDIAC ALLSTARS on stage
- 11:20 - End of J-7 ACAPELLA
  - strike pipe and drape and mics to offstage
  - ZEO sound check ALLSTARS
- 11:30 - Go ALLSTARS #1
- 12:15 - strike 3 stage banners with help from LIGHT ACTION
  - strike FNW venue banner(s)

RICK'S LIST  
(12/28/00):

SATURDAY 12/30:

- 8:15 pick up van
- 8:30 pick up keys to BCKSTG
- 9:00 get FNW banner stand placement numbers
- 9:30 check on progress @ Rod Sq
- 10:00 meet crew
- 10:45 meet KAREN @ Rod Sq
  - crew load van with banner stands and frames
- 11:15 tour crew of Downtown & drop banner stands
- 12:00 load van with more banner stands and Park banners for LA
- 12:15 tour riverfront and drop banner stands
- 1:30 return to CSB
  
- 3:00 Meet DAVE at BACKSTAGE & get key
  - meet LA there & show where stage goes

SUNDAY 12/31:

- 9:00 - meet crew
- 10:00 - meet Jim Fireman w/ Stu at shed
- 10:15 - inspect Finale Stge
- 10:30 - inspect BACKSTAGE CLUB
- 11:00 - go to Rod Sq for sound checks
- 1:00 - open BACKSTAGE for ZEO (or have Megan open it)

