

FNW PRODUCTION MANAGER CALENDAR
(1/8/97)

- August 4: Contact venues with performer information
Start contacting artists with FNW technical elements
- August 18: Venue/performer contacts complete
Begin compiling bid request form
- September 1: Finalize bidding request form/clear with Kim
- September 8: Distribute bid requests
- September 19: Footprint walk-thru
- October 3: Bids Due
- October 6: Hold Area Crew Meeting
- October 17: Meet with Kim and present bid proposal
- October 20: Make Bid Offers
- October 25: Finalize Crew and distribute schedule: walk-thru/performance
- October 27: Vendor Selection Complete: make offers
- October 31: Vendors Confirmed
- November 3: Get vendor preferences on load-in/out dates-times
- November 5 - 26: Contact venues to confirm: load-in/out dates-times
Performance day contacts
Set-Up locations/power supplies
- November 10: Submit vendor 2 checks for FNW signatures
- November 28: Venue Set-Up Walk-Thru with vendors
Give vendors 2 payment checks
- December 1: Begin compiling load-in/out schedule using vendor and venue preferences
Make vendor street closing requests of city: WILDOT - Mark Powell -
6th floor City/County Bldg - 571-5480
Make vendor meter closing requests of city: LIC & INSPECTIONS -
Ann Bracy - 5th floor City/County Bldg - 571-4350

FNW PRODUCTION MANAGER CALENDAR (1/8/97)

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- December 11: Vendor Production Meeting: Distribute load-in/out schedule
- December 13: Send venue contacts written confirmation of load-in/out; performer in times/dates
Give City (Bill Kaminski/LaMonte Booker) city vehicle pick-up/delivery needs - Time and Place
- December 22: All venue signage and sponser banners due to FNW office
Install AFNW PERF HERE≅ signs at all venues
Get Finale sound tape and meet with MC
- December 26: Organize signage (sponser-performer-banners) by crew area
- December 27: Give staging and tent vendors signage to be hung
- December 29: Radios delivered and base stations set-up
FNW Office War Room set-up (tbls, chrs, chalk board, room dividers)
- December 30: Install venue signage: interior on easels and exterior that can be hung or installed in windows : sponser-performer-FNW Perf Here-No Eating-etc. (hire a crew)
Area Crew Walk-Thru and assignments
- December 31: Install exterior easel signage (hire a crew)

LOAD-IN AVAILABILITY: 12/29 and 12/30/97
LOAD-OUT AVAILABILITY: 12/31/97 AND 1/1/98

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(12/28/97)

VENUE	LOAD-IN / SET - UP	LOAD-OUT TIME / DATE	VENUE CONFIRM	NOTES
COURTHOUSE CORRIDOR	Evening of 12/30/97	11:15 pm 12/31/97	YES	LA: Stg, Lts Note: Steps to Go DSC AT: tbls
COURTHOUSE LOBBY	Evening of 12/30/97	11:15 pm 12/31/97	YES	LA: Lts AT: tbls
DUPONT CNTR HUMAN DEVELOPMNT : KING SULLIVAN RM	10:00 am / 10:00 am 12/30/97 APPOINTMENT	10:30 pm 12/31/97 or Anytime 1/1/98	YES	LA: Stg, Lts
ENCORE BOOK	9 am - 11 am 12/30/97 AND same 12/31/97	11:30 pm 12/31/97	YES	LA: Stg, Lts MARK WALLACE: Sound
I M PEI: LOBBY	5:00 pm / 5:00 pm 12/30/97	11:15 pm 12/31/97	YES	LA: Stg 8x16 of stage
PLAYHOUSE	9:00 am 12/30/97 Deliver Marley APPOINTMENT	11 pm - 3 am 12/31 - 1/1 OR Anytime 1/2/98	YES	LA: marley

LOAD-IN AVAILABILITY: 12/29 and 12/30/97
LOAD-OUT AVAILABILITY: 12/31/97 AND 1/1/98

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VENUE	LOAD-IN / SET - UP	LOAD-OUT TIME / DATE	VENUE CONFIRM	NOTES
PNC 222: LOBBY	8:00 pm 12/30/97	11:15 pm 12/31/97 OR Anytime 1/1/98	YES	LA: Stg, Lts No cables until 12/31
RODNEY SQ. TENT	12:00 pm / 12:00 pm 12/30/97 (Tent Up 12/29 ad 12/30)	11:00 pm 12/31/97 OR Anytime 1/1/98	YES	LA: Stg, Lts
WOOLWORTH	12 pm - 5 pm 12/30/97	11:00 pm 12/31/97	YES	LA: Stg, Lts ZEO AT: chr, tbl, P/D

LOAD-IN AVAILABILITY: 12/31/97
LOAD-OUT AVAILABILITY: 12/31/97 AND 1/1/98

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VENUE	LOAD-IN / SET - UP	LOAD-OUT TIME / DATE	VENUE CONFIRM	NOTES
BRANDYWINE SUITES: MALL WNDW	9:00 am / 9:00 am	10:00 pm 12/31/97	YES	LA: Lts ZEO
BREW HA HA BACK ROOM	2:30 pm / 2:30 pm	11:15 pm 12/31/97	YES	LA: Stg, Lts ZEO: special request
CHASE MANHATTAN LOBBY	4:00 pm / 4:00 pm	11:15 pm 12/31/97	YES	LA: Stg, Lts
C.C.A.C. UPSTAIRS THEATRE	10:00 am / 10:00 am APPOINTMNT	11:30 pm 12/31/97	YES	LA: Lt Focus ZEO
C.C.A.C. DANCE STUDIO	10:00 am / 10:00 am APPOINTMNT	11:30 pm 12/31/97	YES	LA: Stg, Lts AT: tbl ZEO: speaker stands
COMMUNITY SERVICES MUSEUM STORE	10 am - 3 pm / 10 am - 3 pm	10:45 pm 12/321/97	YES	LA: Stg, Lts BROWN: Piano
DE. COLLEGE ART DESIGN: LOBBY:	9:00 am / 9:00 am	11:30 pm 12/31/97	YES	LA: Stg, Lts ZEO

LOAD-IN AVAILABILITY: 12/31/97
LOAD-OUT AVAILABILITY: 12/31/97 AND 1/1/98

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VENUE	LOAD-IN / SET - UP	LOAD-OUT TIME / DATE	VENUE CONFIRM	NOTES
DUPONT CNTR HUMAN DEVELOPMNT: KING SULLIVAN RM	8:00 am / 8:00 am	10:30 pm 12/31/97 or Anytime 1/1/98	YES	ZEO
DUPONT NEMOURS AUDITORIUM	n/a	n/a	n/a	n/a
DUPONT NEMOURS LOBBY: (TATNALL ST)	1:30 pm / 1:30 pm	11:30 pm 12/31/97 or Anytime 1/1/98	YES	LA: Stg, Lts ZEO BROWN: Piano
DUPONT 10 TH STREET LOBBY: (10 th St. End)	1:30 pm / 1:30 pm	11:00 pm 12/31/97 or Anytime 1/1/98	YES	LA: Stg, Lts ZEO
ENCORE BOOK	9 am - 11 am	11:15 pm 12/31/97	YES	LA: Stg, Lts MARK WALLACE: Sound
FINALE STAGE 5 th and King Sts. (City Mobile Stg)	9:00 am / 9:00 am (City will open)	12:30 am 1/1/98 Or Anytime 1/1/98	YES	LA: Lts ZEO AT: Tbls, Chrs, Heat OBRIEN: Gen
FRANCISCAN CENTER	1:00 pm / 1:00 pm	11:30 pm 12/31/97	YES	LA: Stg, Lts ZEO

LOAD-IN AVAILABILITY: 12/31/97
LOAD-OUT AVAILABILITY: 12/31/97 AND 1/1/98

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VENUE	LOAD-IN / SET - UP	LOAD-OUT TIME / DATE	VENUE CONFIRM	NOTES
GRACE METH. SOCIAL HALL	8 am - 11 am / 8 am - 11 am	11:00 pm 12/31/97	YES	LA: Lts
GRACE METH. SANCTUARY	8 am - 11 am / 8 am - 11 am	11:15 pm 12/31/97	YES	ZEO
HISTORICAL SOCIETY: LIBRARY	12 pm - 2 pm / 2 pm - FIRM 2:30 PIANO IN 5:00 TUNE FP 6:00 TUNE HP	10:45 pm 12/31/97	YES	LA: Stg
HISTORICAL SOCIETY: MUSEUM	12 pm - 4 pm / 12 pm - 4 pm	11:30 pm 12/31/97	YES	AT: chrs, tbl
I M PEI: LOBBY	12 pm - 4 pm / 12 pm - 4 pm	11:15 pm 12/31/97	YES	LA: Stg extnsion and cables ZEO
I M PEI COURT YARD: TENT	8 am - 12 pm AT Tent put-in 12 pm - 4 pm ZEO put-in	10:15 pm 12/31/97 or Anytime 1/1/98	YES	AT: tent, heat, chairs, tbl ZEO

VENUE	LOAD-IN / SET - UP	LOAD-OUT TIME / DATE	VENUE CONFIRM	NOTES
LIBRARY: LEFT ROOM	9 am - 11 am / 9 am - 11 am	10:45 pm 12/31/97	YES	LA: Stg Back of stage 6' from stacks

LOAD-IN AVAILABILITY: 12/31/97

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LOAD-OUT AVAILABILITY: 12/31/97 AND 1/1/98

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VENUE	LOAD-IN / SET - UP	LOAD-OUT TIME / DATE	VENUE CONFIRM	NOTES
LIBRARY: RIGHT ROOM	9 am - 11 am / 9 am - 11 am	10:45 pm 12/31/97	YES	LA: Stg under windows ZEO
MARKET ST. MALL: TENT (Outside Foleys Jewelers: 719 Market)	8 am - 12 pm AT Tent put-in 12 pm - 4 pm ZEO put-in	10:15 pm 12/31/97 or Anytime 1/1/98	YES	AT: tent, heat, chrs, tbl ZEO
MBNA LOBBY	12pm - 4pm	11pm - 12/31	YES	AT: 4 chrs
MELLON BANK LOBBY (Dean Witter)	8 am - 2 pm / 8 am - 2 pm	11:30 pm 12/31/97 or Early 1/1/98	YES	LA: Stg (Pad Feet) AT: tbl
NINTH STREET BOOK SHOP	9:00 am / 9:00 am	11:15 pm 12/31/97	YES	ZEO
ONE RODNEY SQUARE: LOBBY	4:00 pm / 4:00 pm	11:15 pm 12/31/97	YES	LA: Stg. Lts ZEO AT: chrs

VENUE	LOAD-IN / SET - UP	LOAD-OUT TIME / DATE	VENUE CONFIRM	NOTES
LIBRARY: RIGHT ROOM	9 am - 11 am / 9 am - 11 am	10:45 pm 12/31/97	YES	LA: Stg under windows ZEO
MARKET ST. MALL: TENT (Outside Foleys Jewelers: 719 Market)	8 am - 12 pm AT Tent put-in 12 pm - 4 pm ZEO put-in	10:15 pm 12/31/97 or Anytime 1/1/98	YES	AT: tent, heat, chrs, tbl ZEO
MBNA LOBBY	12pm - 4pm	11pm - 12/31	YES	AT: 4 chrs
PNC 222: LOBBY	2:00 pm LA: run cables	11:15 pm 12/31/97 or Early 1/1/98	YES	LA: Stg, Lts NO TRUCKS ON SIDEWLK

LOAD-IN AVAILABILITY: 12/31/97
LOAD-OUT AVAILABILITY: 12/31/97 AND 1/1/98

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VENUE	LOAD-IN / SET - UP	LOAD-OUT TIME / DATE	VENUE CONFIRM	NOTES
PNC 300: INTERIOR	9 am - 4 pm / 4 pm - 5 pm	11:15 pm 12/31/97 or Early 1/1/98	YES	LA: Stg, Lts AT: pipe
PRESBYTRIAN CHURCH: SOCIAL HALL	2 pm - 4 pm / 2 pm - 4 pm	11:30 pm 12/31/97	YES	LA: Lts ZEO
PRESBYTRIAN SANCTUARY	n/a	n/a	n/a	n/a
RODNEY SQ. TENT	9:00 am / 9:00 am	11:15 pm 12/31/97 or Anytime 1/1/98	YES	LA: Stg, Lts AT: Tbl, chr.pipe BROWN: Piano ZEO
ST MATTHEW EPISCOPAL: CRYPT ROOM	n/a	n/a	n/a	CREW: Move Piano?
ST MATTHEW EPISCOPAL: SOCIAL HALL	12:00 pm / 12:00 pm	11:30 pm 12/31/97	YES	LA: Lts
WILMINGTON				

LOAD-IN AVAILABILITY: 12/31/97
LOAD-OUT AVAILABILITY: 12/31/97 AND 1/1/98

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VENUE	LOAD-IN / SET - UP	LOAD-OUT TIME / DATE	VENUE CONFIRM	NOTES
TRAIN STATION: AMTRAK LOBBY	3 pm - 5pm / 3 pm - 5 pm	anytime after 2:00 am 1/1/98	YES	LA: Stg, Lts ZEO AT: tbl, chr
WILMINGTON TRUST: LOBBY	9 am - 4 pm / 9 am - 4 pm	11:00 pm 12/31/97	YES	LA: Stg, Lts AT: Chrs, tbl
WOOLWORTH S	10 am - 3 pm / 10 am - 3 pm	10:45 pm	YES	LA: Stg, Lts,P/D ZEO AT: chr, tbl, P/D
WSFS: LOBBY	4 pm - 5 pm / 4 pm - 5 pm APPOINTMNT	11:00 pm 12/31/97	YES	LA: Stg, Lts ZEO NO ONE IN BEFORE 4PM
BUTTON BOOTHS (3)	11:00 am / 11:00 am	11:15 pm 12/31/97	YES	LA: Lts AT: pipe

FIRST NIGHT WILMINGTON 2000
ENTERTAINER SCHEDULE AND EQUIPMENT CONFIRMATION

Brandywine Suites Window**7th & Market****PERFORMER:** DOUKISSA (Deborah Hammond - 302-697-8480)

SET TIMES: 7:00 pm - 9:20 pm

EQUIPT NEEDS: 1 cassette player, 1 indoor monitor, 1 outdoor speaker,
Technician for sound check only; lighting, heat

LOAD-IN: 6:00 pm

SOUND CHECK: 6:45 pm

PERFORMER: Mime

SET TIMES: 7:30 pm - 9:50 pm

EQUIPT NEEDS: lighting; heat

LOAD-IN: 5:30 pm

SOUND CHECK: 7:20 pm

CCAC Theatre (upstairs)**705 Market****PERFORMER:** HARMONIQUE (Genie Walker 302-652-0772)

SET TIME: 7:00 pm - 8:15 pm (1 set)

EQUIPT NEEDS: 16 channel system, monitors, 2 boom mics, 3 standing mics
performance sound technician

LOAD-IN: 5:00 pm

SET-UP: 5:45 pm

SOUND CHECK: 6:00 - 6:45 pm

PERFORMER: FOSTINA DIXON AND MILLENNIUM (302-778-2855)

SET TIMES: 8:45 pm - 10:00 pm (1 set)

EQUIPT NEEDS: 16 channel system, 4 monitors, 3 standard boom stands w/mics,
1 short boom stand and mic for bass drum, 2 straight stands w/mics for
vocalists, performance sound technicianLOAD-IN / 1st SET-UP: 4:00 pm

SOUND CHECK: 5:00 - 5:45pm

2nd SET-UP: 8:15 pm

CCAC Dance Studio**705 Market****PERFORMER:** CITY THEATRE (Tom Shade 654-4468 x 7)

SET TIME: 7:00 pm - 10:00

EQUIPT NEEDS: 40 chairs

LOAD-IN & SET-UP: 5:30 pm

Franciscan Center**833 Market****PERFORMER:** LONNIE SHIELDS (215-663-1851)

SET TIME: 7:00 pm - 9:45 pm (3 sets)

EQUIPT NEEDS: 12 channel system, 2 boom stands and mics, 2 straight stands w/vocal
mics (group consists of 1 guitar,
1 bass guitar, 1 keyboard, 1 drum set), 8x16x2 stage; 2 lights
performance sound technician

LOAD-IN & SET-UP: 5:00 pm

SOUND CHECK: 6:00 - 6:45 pm

Mellon Bank lobby**921 Market****PERFORMER:** MARY ARDEN COLLINS (302-475-5103)

SET TIME: 7:00 pm - 9:45 pm (3 sets)

EQUIPT NEEDS: 12 channel system, monitors, 7 standing mics,
performance sound technician; 12x16x2 stage

LOAD-IN & SET-UP: 5:00 pm

SOUND CHECK: 6:00 - 6:45 pm

Brew Ha-Ha**835 Market****PERFORMER:** JOHN LIONARONS (610-896-9983)

SET TIMES: 7:00 pm - 9:45 pm (3 sets)

EQUIPT from FNW: 4x8x6" riser

LOAD-IN: 5:30 - 6:00 pm

SET-UP: 6:00 pm

SOUND CHECK: 6:15 - 6:45 pm

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**FIRST NIGHT WILMINGTON 2000
ENTERTAINER SCHEDULE AND EQUIPMENT CONFIRMATION****Library Left Room****10th & Market****PERFORMER:** MYSTIC EYES (Patricia Broomer 302-984-0992)

SET TIMES: 7:00 pm - 7:45 pm (1 set)
EQUIPT NEEDS: 1 standing mic, 1 hand held mic, performance sound technician
8x16x2 stage; 1 chair; 1 table
LOAD-IN & SET-UP: 5:00 - 6:30 pm
*SOUND CHECK: 6:30 - 6:45 pm

PERFORMER: LOIS YOUNG (456-9117)
SET TIMES: 8:00 pm - 8:45 pm (1 set)
EQUIPT NEEDS: 8x16x2 stage; 1 table; own sound system
LOAD-IN: 5:00 - 6:30 pm
SET-UP: 7:45 pm

PERFORMER: JUNGLE JOHN (302-453-9754)
SET TIMES: 9:00 pm - 9:45 pm (1 set)
EQUIPT NEEDS: 1 standing mic, 1 hand held mic, technician for sound check only
8x16x2 stage; 1 table
LOAD-IN: 5:00 - 9:00 pm
* SOUND CHECK: 8:55 - 9:00 pm

Library Right Room

10th & Market

PERFORMER: THE SCIENCE SHOW (John Hadfield 368-7081)
SET TIMES: 7:00 pm - 7:45 pm (1 set)
EQUIPT NEEDS: 12 x 16 x 2 stage; own sound system
LOAD-IN & SET-UP: 5:00 - 6:30 pm

PERFORMER: GRIOTS WA UMOJA (Albert parks 652-6336)
SET TIMES: 8:00 pm - 9:45 pm (2 sets)
EQUIPT NEEDS: 12 x 16x2 stage
LOAD-IN: 5:00 - 6:30 pm
SET-UP: 7:45 pm

FIRST NIGHT WILMINGTON 2000 **ENTERTAINER SCHEDULE AND EQUIPMENT CONFIRMATION**

Wilmington Trust Lobby

11th and Market

PERFORMER: NEW DIRECTIONS (N. Henry 302-325-4425)
SET TIMES: 7:00 pm - 8:00 pm (1 set)

EQUIPT NEEDS: Same as Linda Henry
LOAD-IN: 5:30 - 6:00 pm
SET-UP: 6:00 pm
SOUND CHECK: 6:15 - 6:45 pm

PERFORMER: LINDA HENRY (Linda Henry 302-325-4425)
SET TIMES: 8:30 pm - 10:00 pm (1 set)
EQUIPT NEEDS: 16 channel system, monitors, 6 standing mics,
Sound technician for all performances, 12x24x2 stage
LOAD-IN / 1st SET-UP: 4:30 - 5:30 pm
SOUND CHECK: 5:30 - 6:00 pm
2nd SET-UP: 8:00 pm

Court House Corridor

11th and King St.

PERFORMER: SOULCHILD (Errick Wright 488-2521)
SET TIMES: 7:00 pm - 10:00 pm
EQUIPT FROM FNW: 8x12x2 stage
LOAD-IN & SET-UP: 5:00 - 6:30 pm

First and Central Presbyterian Church

11th and Market St.

PERFORMER: COMM SHOWCASE (Cheri Astolfi 636-0773)
SET TIMES: 7:00 pm - 10:00 pm
EQUIPT FROM FNW: 1 armless chair
LOAD-IN & SET-UP: 5:00 - 6:30 pm

One Rodney Square

10th and King St.

PERFORMER: Trinidad & Tobego (Chan Lee Pow 774-7168)
SET TIMES: 7:00 pm - 9:45 pm (3 sets)
EQUIPT FROM FNW: 4 gelled lights, 10x18 and 6x18 pipe frame
LOAD-IN & SET-UP: 5:00 - 6:30 pm

FIRST NIGHT WILMINGTON 2000 **ENTERTAINER SCHEDULE AND EQUIPMENT CONFIRMATION**

MBNA Lobby

11th and King St

PERFORMER: WILM STRING ENSEMBLE (Karen Ahranjian 764-1201)
SET TIMES: 7:00 pm - 9:45 pm (3 sets)
EQUIPT NEEDS: Stage, 3 chairs
LOAD-IN: 5:30 - 6:30 pm

Dupont Playhouse

10th and Market

PERFORMER: SHAO LIN KUNG FU (Brian Gray 993-0268)

SET TIMES: 7:00 pm - 9:30 pm (3 sets)

EQUIPT NEEDS: lights (NO MARLEY)

LOAD-IN: see Terry Grey

Tent 1 Rodney Square

10th and Market

PERFORMER: CHRISTINA RIVER STEEL (Atiba Colin Fields 798-5827)

SET TIMES: 7:00 pm - 8:15 pm (1 set)

EQUIPT NEEDS: 12x24x2 stage; lights; own sound system

LOAD-IN: 5:00 pm

SET UP: 5:45pm

SOUND CHECK: 6:15 - 6:45 pm)

PERFORMER: ORCHESTRA INSACIABLE (Victor Ayala) 654-4214)

SET TIMES: 8:45 pm - 10:00 pm (1 set)

*EQUIPT NEEDS: 12x24x2 stage; lights; own sound system

LOAD-IN / 1st SET-UP: 4:00 pm

SOUND CHECK: 5:00 - 5:45pm

2nd SET-UP: 8:15 pm

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FIRST NIGHT WILMINGTON 2000
ENTERTAINER SCHEDULE AND EQUIPMENT CONFIRMATION

Tent 2 Rodney Square

10th and Market

PERFORMER: DANIELLE (Kenny Jones 832-8599)
SET TIMES: 7:00 pm - 8:45 pm (2 sets)
EQUIPT NEEDS: 12x16x3 stage; lights; own sound system
LOAD-IN & SET UP: 5:00 pm

PERFORMER: CHRISTINE HAVRILLA (654-4214)
SET TIMES: 9:00 pm - 10:00 pm (1 set)
***EQUIPT NEEDS:** 12x16x3 stage; lights; own sound system
LOAD-IN 5:00 - 8:00 pm
SET UP: 8:45 pm

WSFS

9th and Market

PERFORMER: BLACKBIRD SOCIETY (Richard Barnes 610-497-2611)
SET TIMES: 7:00 pm - 9:45 pm (3 sets)
EQUIPT NEEDS: 12x16x2 stage; lights
LOAD-IN: 5:15 pm
SET UP: 5:45 pm