

Spring 2022
February Night Out: Paint Night

February 28th, 2022
Black Box Theater, Student Union
6pm-8pm
Room booked 4pm-9:30pm

Contacts

UPC Main Event Contacts

Prisha Mark (Late Night Event Coordinator)
Cell: (508) 816-1248

Jade Tang (Late Night Event Coordinator)
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UPC EBoard

Lindsay Smith (Executive Director)
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Kimia Abedi (Associate Director)
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Aryaman Beri (Director of Finance)
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Tallulah Kilroy (Director of Internal Affairs)
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Wesley Fortier (Marketing Director)
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UPC Advisors

Collin Glasow (UPC Advisor)
Cell: (203) 727-3537

Lloyd Henley (UPC Advisor)
Cell: (413) 835-1637

Josh Dodds (UPC Advisor)
Cell: (413) 351-6312

Additional Contacts

UMPD	Campus Police Main Line	
EH&S Waste Manag.	Steve Shaw	
Physical Plant	Pam Monn	

Supplies

5x7 canvas 5 packs (11)	8x8 canvas 5 (5)	5x5 canvas 5 packs (2)
32 oz. yellow acrylic paint (2)	32 oz. green acrylic paint (2)	32 oz. blue acrylic paint (2)
32 oz. red acrylic paint (2)	32 oz. black acrylic paint (2)	32 oz. white acrylic paint (2)
Paintbrushes (250)	Cling/plastic wrap (4 rolls)	Tape to tape down covers
Paper table/floor covers	Pens/markers/pencils	UCard swiper
Folding tables (2)	Plastic cups (paint water)	Paper plates for paint
Big trash bin	Water disposal buckets	Laptop
Hand sanitizer	Paper towels/napkins	Disinfecting wipes
Recycle/trash bin	Printed out LPs (8)	

Timeline

5:15 PM Late Night ECs arrive

5:00 - 6:00 PM Set-up

6:00 - 8:00 Swipe attendees in and direct to sections

- Regulate and tell attendees that paint water goes into waste buckets
- Volunteers will be pouring out the paint on plates for attendees
- Monitor sections (front of room near projector for following instructor and back of room for free paint)
 - Attendees can only take one canvas
- Make sure people wash their hands before/after handling paint

- Enforce attendees are wearing masks correctly

8:00 - 9:30 Breakdown and clean up

Setup Tasks

- If there are any spills, tell front desk so they can get maintenance
- Print LPs
- Bring cleaning supplies(wipes, hand sanitizer), trash bin and have them ready
- Fill 60 cups up with water (water from kitchen or bathroom)
- Advertise on white board and put in entrance lobby
- Set up a check-in table outside at entrance of the Black Box Theater with laptop, UCard swiper, table cloth, garlands, and UPC sign
 - Use rolling table as check-in
- Bring waste bucket down
- Tape down large rolls of paper to cover ground
- Set up the tables in the section when you walk in
 - Paint table
 - Cover with paper
 - Set up paint bottles
 - Volunteers will pour out paint of each color onto plates and place on round tables, 1 plate/seat
 - Canvas table
 - Lay out all canvases for attendees to take as they walk in
 - Only 1 canvas per attendee
 - At each chair/table
 - Fill cups up about halfway with water and place one on the tables for every chair
 - Napkins at each table
 - About 25 brushes per table

Breakdown Tasks

- Wipe and clear off all tables and floor
- Gather extra supplies and bring back to storage
- Break down tables and return to the office/storage
- Leave paint water disposal buckets for Steve to discard

Volunteer Shifts:

5:00 - 6:30 Setup

6:30 - 8:00 Hour 1

8:00 - 9:30 Breakdown

White-board



2/28/22
6pm-8pm



February Night Out: Paint Night

Paint your own creation or follow
an instructor-led painting!

Black Box Theater, Student Union

All events are free and supplies
included, just bring your UCard

@umassupc

Floor layout

