

HC-2 EVENING GATHERING TIMELINE

	DEPARTMENT	TASK
JUNE	1. Host Branch/SCC/SCCA/HC	1. Discuss and consider interviewing potential brothers to serve as EGO, EGHO, and EGPO before department selections (Draft Day)
JULY	1. Host Branch/SCC/SCCA	1. Determine if an Assembly Hall will be used for the Evening Gathering, or if another venue would be a better option considering technical needs, transportation, etc.
AUGUST	1. EGO	1. Monitor any ongoing tasks
SEPTEMBER	1. HC-2/EGO 2. Host Branch/SCC/SCCA/HC-2/EGO/EGPO 3. HC-2/EGO/EGPO 4. EGO 5. HC-2/EGO/EGHO/EGPO 6. HC-2/EGO/EGPO	1. Evening Gathering overseer, EGHO, EGPO, performance coordinator notified/begin working with oversight team 2. BC contacts hold video conference meeting ("Soft" kick-off) with SCC/SCCA, HC-2, and EG team to outline scope of project (Nine months to first show) <ol style="list-style-type: none"> Branch works with content organization and determining 'working oversight' team Provide show program, music, and access to branch provided videos View previous year recordings and break down program goals 3. Evaluate number of volunteers needed for Evening Gathering program and obtain approval from BC contact <ol style="list-style-type: none"> Band (If exception is approved) 12-16 Orchestra (If exception is approved) 20-30 Chorus – 60-75 Dancers – 20-25 4. Begin looking through applications and videos volunteers have uploaded to JWHUB for creative and technical needs 5. Submit personnel requests for specific volunteers to VMO (Ongoing) 6. Begin to identify possible audition locations
OCTOBER	1. EGO/VMSK/VMIC 2. EGO/EGPO 3. HC-2/EGO/EGPO <ol style="list-style-type: none"> EGO/EGPO SFO/EGO 4. HC-2/EGO/EGHO <ol style="list-style-type: none"> TO/LC/EGO/EGHO EGO/EGHO HC-2/EGO/FO/EGHO EGO/EGHO/SFO EGHO 5. HC-2/EGO/EGPO/EGHO 6. EGO/EGPO	1. Volunteer Management provides suggested volunteers to interview for Evening Gathering (Ongoing) 2. Schedule interviews to prepare for future auditions, confirm with VMSK if the volunteers will be used in Evening Gathering roles (Ongoing) 3. Develop Evening Gathering Production Operating Plan (Ongoing) <ol style="list-style-type: none"> Determine nightly seating capacity for delegates and local attendees Interior Safety & Hydration Plan for Evening Gathering, emergency protocol (SFO Coordinates) 4. Develop Evening Gathering Hospitality Operating Plan (Ongoing) <ol style="list-style-type: none"> Evening Gathering Transportation Plan, includes ingress/egress and ticketing (EGO Coordinates) Exterior Plan, including tents and/or plan for food distribution, photo ops, activities and games – include budget request Initial discussions on food plan for the Evening Gathering, start preparing projected budget request including equipment rentals (if needed) Exterior Safety & Hydration Plan for Evening Gathering 'Rainy Day' Plan 5. Begin attending regular update meetings with department overseers (Ongoing) 6. Audition known talent, begin building out anchor and tech teams
7 MONTHS*	1. Host Branch/SCC/SCCA/HC-2/EGO/EGPO	1. Branch Committee oversight, and key personnel selected to assist with program, hold half-day official Evening Gathering kick-off meeting with key personnel (Confirm with BC how many locals will need to be in attendance; likely around 20-30) <ol style="list-style-type: none"> Determine if local talent segment will be used during EG program BC will provide cautions and boundaries for show Discuss food options and submit proposed budget (Include food overseer) Determine if video wall(s) will need to be rented, or provided, and if so, consider transportation plan and costs Audio/Video coordinator begins surveying for needed equipment, if needed, and prepares preliminary budget Create Teams channel and coordinate method of communication between branch and local volunteers

7 MONTHS* (CONT.)	<ol style="list-style-type: none"> 2. HC-2/EGO/EGPO 3. EGPO <ol style="list-style-type: none"> a. Branch Consultant b. Branch Consultant/EGO/EGPO 4. EGPO 5. EGPO/EGLD 	<ol style="list-style-type: none"> 2. Hold Evening Gathering auditions and begin recruiting performers (Include EGBC if possible) 3. Workshops to provide local talent segment options begin, if approved <ol style="list-style-type: none"> a. A catalogue of ideas for acts potentially suited for local talent will be provided (Ongoing) b. Regularly upload videos and concepts of local ideas chosen, for BC review (Ongoing) 4. Begin preparing Evening Gathering props and costumes for BC review 5. Begin stage and audience floor layouts (The following may not apply if EG is not in an Assembly Hall) <ol style="list-style-type: none"> a. Prepare request for budget approval for stage modifications and risers (if needed); Compare building and rental costs b. Determine if seating needs to be removed for orchestra or chorus, if so how will flooring and seat bolts be protected c. Confirm if any other modifications are requested, such as a 'B-stage' d. Confirm if puppets will be used, where they are stored, and transportation plans
6 MONTHS*	<ol style="list-style-type: none"> 1. Host Branch/SCC/SCCA/CC/HC/CR/RC/DEPT 2. Host Branch/SCC/SCCA/HC-2/EGO/EGPO <ol style="list-style-type: none"> a. EGO/EGPO b. SFO/EGO c. EGO 3. Host Branch/SCC/SCCA/HC-2/EGO/EGHO <ol style="list-style-type: none"> a. TO/LC/EGO/EGHO b. EGO/EGHO c. EGO/FO/EGHO d. EGO/EGHO/SFO e. EGHO f. EGHO g. EGO/EGHO h. EGO/EGHO 4. EGO 5. EGO/EGPO 6. EGPO 7. EGPO 	<ol style="list-style-type: none"> 1. Pre-Convention Meeting for all department overseers and assistants (BCCA may attend) 2. Review Evening Gathering Production Operating Plan – include budget update (Ongoing) <ol style="list-style-type: none"> a. Determine nightly seating capacity for delegates and local attendees b. Interior Safety & Hydration Plan for Evening Gathering, emergency protocol (SFO Coordinates) c. Assembly Hall Decoration Plan, including lobby 3. Review Evening Gathering Hospitality Operating Plan – include budget update (Ongoing) <ol style="list-style-type: none"> a. Evening Gathering Transportation Plan, includes ingress/egress and ticketing (EGO Coordinates) b. Parking Plan for local attendees c. Exterior Plan, including tents and/or plan for food distribution, photo ops, exterior performance (music), activities and games d. Food Safety & Distribution Plan for Evening Gathering Hospitality arrangements (FO Coordinates) e. Exterior Safety & Hydration Plan for Evening Gathering f. 'Rainy Day' Plan g. Greeter Plan (using local attendees each night if possible) h. Ticketing Plan 4. Training – Develop general department training curriculum (May include ATT, volunteer decorum including greeters, etc.) 5. General auditions for remaining cast needs (Ongoing) 6. Selections of additional chorus and dancers begins, videos of rehearsals continue to be uploaded regularly for BC feedback 7. Identify Evening Gathering rehearsal locations
5 MONTHS*	<ol style="list-style-type: none"> 1. HC-2/EGO/FO 2. EGPO 3. EGPO 4. CTC/EGPO 	<ol style="list-style-type: none"> 1. Submit budget for food plan for the Evening Gathering, including equipment rentals (if needed) 2. Limited core group of chorus and dancers (anchors) begin rehearsals (once every other week) and upload videos for progress review by BC. Additional cast and crew can join as they are added (Ongoing) 3. Auditions completed 4. CTC team begins working on graphics/design and needed video content (Ongoing)
4 MONTHS*	<ol style="list-style-type: none"> 1. HC-2/EGO/EGPO 2. SCC/SCCA/HC-2 3. EGPO/EGHO/EGVC 4. HC-2/ACTO/BSTC/FO/EGO/EGHO 5. HC-2/EGO 6. HC-2/FO/FSC/EGHO 7. EGPO 8. BC/Host Branch 	<ol style="list-style-type: none"> 1. Final chorus and dancer selection and full weekly workshops begin (Ongoing) 2. Determine how volunteers will be fed during Evening Gathering rehearsals (congregation support or budget approval) 3. Consider support roles where spouses of those performing can be used during rehearsals and shows 4. Discuss number of water bottles/electrolytes needed for HC-2 departments 5. Training – Begin training keymen/captains (Ongoing) 6. Training – Food Safety Training Workshop (Ongoing) 7. Prepare and upload regular video and audio recordings of Evening Gathering rehearsals for BC review 8. BC determines if expert support is needed, and if so, arranges visit to the city
3 MONTHS*	<ol style="list-style-type: none"> 1. Host Branch/SCC/SCCA/HC/CC/DEPT 2. EGPO 3. EGPO 4. SCC/SCCA/HC-2/EGO/EGPO <ol style="list-style-type: none"> a. EGO/EGPO b. SFO/EGO c. EGPO 	<ol style="list-style-type: none"> 1. Kick-off Meeting with Hospitality Organization (BCC & BCCA may attend) 2. Program, including decisions on local and exterior acts, if approved, are finalized 3. Submit request to BC for rehearsals to be two times per week, if needed 4. Finalize and submit Evening Gathering Production Operating Plan for BC approval– include budget update (Ongoing) <ol style="list-style-type: none"> a. Nightly seating capacity for delegates and local attendees b. Interior Safety & Hydration Plan for Evening Gathering, emergency protocol (SFO Coordinates) c. Costumes and props

<p>3 MONTHS* (CONT.)</p>	<ol style="list-style-type: none"> 5. SCC/SCCA/HC-2/EGO/EGHO <ol style="list-style-type: none"> a. TO/LC/EGO/EGHO b. EGO/EGHO c. EGO/FO/EGHO d. EGO/EGHO/SFO e. EGHO f. EGHO g. EGHO h. EGHO i. EGHO 6. Host Branch/SCC/SCCA/EGO/EGPO/EGHO 7. SCC/SCCA/HC-2 	<ol style="list-style-type: none"> 5. Finalize and submit Evening Gathering Hospitality Operating Plan– include budget update (Ongoing) <ol style="list-style-type: none"> a. Evening Gathering Transportation Plan, includes ingress/egress and ticketing (EGO Coordinates) b. Parking Plan for local attendees c. Exterior Plan, including tents and/or plan for food distribution, photo ops, exterior performance (music), activities and games d. Food Safety & Distribution Plan for Evening Gathering Hospitality arrangements (FO Coordinates) e. Exterior Safety & Hydration Plan for Evening Gathering f. 'Rainy Day' Plan g. Greeter Plan (using local attendees each night if possible) h. Ticketing Plan i. Plan for teardown, move-out, rental returns, and any needed repairs to venue 6. City visit to review and approve Evening Gathering content, operating plans, costumes, videos, etc., Full rehearsal 7. Send Evening Gathering letter to congregations (HC-2 Coordinates)
<p>2 MONTHS*</p>	<ol style="list-style-type: none"> 1. HC-2/EGO/EGPO/EGHO 2. HC-2/EGO/EGPO/EGHO 3. EGO 4. HC/DMO/VMO/DEPT 5. ACTO/BSTC/EGHO/FSVC 6. ACTO/BSTC/EGHO/FSVC 7. EGHO 8. EGHO 9. EGHO 10. BC/Host Branch/SCC/SCCA/HC-2/EGO 	<ol style="list-style-type: none"> 1. Review approved Evening Gathering Operating Plan with Evening Gathering venue management or Assembly Hall oversight 2. Provide volunteer schedule requests to VMSK, if needed 3. Ensure a system is in place to confirm all volunteers are informed and ready for their shifts 4. Delegate and volunteer schedules published (HC-3 Coordinates) 5. Training – Greeters (Ongoing) 6. Training – Hydration (Ongoing) 7. Training – Attendants (Ongoing) 8. Training – Waiters/Servers (Ongoing) 9. Training – Cleaning (Ongoing) (Coordinate with Assembly Hall oversight if applicable) 10. BC city visit, full-dress rehearsal
<p>1 MONTH*</p>	<ol style="list-style-type: none"> 1. EGO 2. HC-2/EGO/EGPO 3. SCC/SCCA/HC-2/EGO/EGPO <ol style="list-style-type: none"> a. EGO/EGPO b. SFO/EGO c. EGPO 4. SCC/SCCA/HC-2/EGO/EGHO <ol style="list-style-type: none"> a. TO/LC/EGO/EGHO b. EGO/EGHO c. EGO/FO/EGHO d. EGO/EGHO/SFO e. EGHO f. EGHO g. EGHO h. EGHO 5. EGHO 6. HC-2 7. EGO, EGPO 8. EGO 	<ol style="list-style-type: none"> 1. Volunteer assignments confirmed 2. Final full-dress rehearsal for Evening Gathering venue <ol style="list-style-type: none"> a. Submit attendance projection for BC approval b. BC will determine if food plan will be tested, and for how many (include budget request) 3. Final adjustments to Evening Gathering Production Operating Plan for BC approval– include budget update (Ongoing) <ol style="list-style-type: none"> a. Nightly seating capacity for delegates and local attendees b. Interior Safety & Hydration Plan for Evening Gathering, emergency protocol (SFO Coordinates) c. Costumes and Props 4. Final adjustments to Evening Gathering Hospitality Operating Plan– include budget update (Ongoing) <ol style="list-style-type: none"> a. Evening Gathering Transportation Plan, includes ingress/egress and ticketing (EGO Coordinates) b. Parking plan for local attendees c. Exterior plan, including tents and/or plan for food distribution, photo ops, exterior performance (music), activities and games d. Food Safety & Distribution Plan for Evening Gathering Hospitality arrangements (FO Coordinates) e. Exterior Safety & Hydration Plan for Evening Gathering f. 'Rainy Day' Plan g. Greeter plan (using local attendees each night if possible) h. Ticketing Plan 5. Training – All training completed 6. Distribute tickets to local congregations/departments along with event and arrival details (See EG Invitation Process Document) 7. Plan install, move-in, and technical equipment setup 8. Confirm if any branch consultants or those providing equipment, e.g., video walls, will need housing and for how long
<p>DAYS SURROUNDING CONVENTION</p>	<ol style="list-style-type: none"> 1. EGO/EGPO 2. HC-2/EGO/EGPO/EGHO 3. HC-2/EGO/EGPO/EGHO 4. HC-2/EGO/EGPO/EGHO 5. EGO/EGHO/EGPO 	<ol style="list-style-type: none"> 1. Tech rehearsal(s) to become familiar with equipment 2. Dry run at Evening Gathering venue 3. Final preparations and cast meeting 4. Full Evening Gathering rehearsal for local friends (BC will determine if food will be provided to attendees) 5. Document experiences and lessons learned

<div>POSTCONVENTION</div>	<ol style="list-style-type: none"> 1. HC-2/EGO/EGHO 2. HC-2/EGO/EGPO 3. HC-2/EGO/EGPO/EGHO 4. Host Branch/SCC/SCCA/EGO 5. EGO 	<ol style="list-style-type: none"> 1. Exteriors broken down, borrowed or rented items returned, grounds restored to original condition 2. Teardown, move-out, venue repairs, supervise packing of all rented or borrowed equipment 3. Final walkthrough with Evening Gathering venue management 4. Confirm Assembly Hall returned to acceptable condition, any items that need to be returned or shipped are properly handled 5. Compile lessons learned and submit 6. to HC-2
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- * Before date of convention
- Department indicates assistant/and any needed departments
- **NOTE:** Branch Committee contacts assigned to oversee the Evening Gathering program will make the final determination of which meetings they will attend, who will be included in those meetings, and how approvals will be shared
- **NOTE:** If venue other than Assembly Hall is approved, some timeline points will need to be adjusted accordingly
- **NOTE:** If food is to be served inside the Assembly Hall, or at another venue, some timeline points will need to be adjusted accordingly