

MUSIC ORGANIZATIONS WORK ORDER

TO: Gregg Menning, Kevin Larson, Jeff O'Donnell, Joshua Wyatt, Sean Tonko, Dennis Johnson, Barb Barth, Matt Marohl, Lisa Brown, Steve Amundson, Daniel McDonald, Liam Gibb, Sarah Youngner

CC: Jean Parish, Christine Cecil, Tim Wells, Dave Hagedorn, Alison Feldt, Jamie Bobb, Catherine Rodland

FR: Terra Widdifield

DA: 10/20/15

RE: St. Olaf Orchestra Home Concert

Charge to: 010-11753

Location: Boe Chapel

Performance: St. Olaf Orchestra Home Concert
Performance Date: Saturday, October 24
Performance Time: 3:30 PM
Rehearsal Date: Friday, October 23
Rehearsal Time: 4:30 – 6:15 PM

Facilities

Thursday, October 22

Before chapel, set up portable stage extensions in Boe Chapel.

Friday, October 23

After chapel, remove altar furniture. Set maximum number of audience chairs

Saturday, October 24

Air handling needed from 12:00 pm - 8:00 pm.

Sunday, October 25

Before chapel, return altar furniture.

Monday, October 26

Before chapel, remove stage extensions.

Move 4 timpani crates from the white music truck to the black music truck.

Storage Rooms

BMC 011 (Small Office) - available from Thursday Oct. 22 at 7:00pm through Saturday, Oct. 24 at 8:00 PM

BMC 016 (Music Orgs Storage) - available from Thursday Oct. 22 at 7:00pm through Saturday, Oct. 24 at 8:00 PM

BMC 012 (Conference Room) - reserved from Friday, Oct. 23 at 3:00 pm through Saturday, Oct. 23 at 8:00pm

Media Services

Saturday, October 24

Please record and stream concert for Steve Amundson.

Contact Christine Hanson for a printed program in advance.

One piece with cello soloist. One piece with bassoon soloist. Both play stage right (audience left) of conductor. Provide a microphone on a stand at conductor's podium for announcements. Please set the microphone as early as possible.

Manny's Piano Movers

(no piano move; use Boe piano)

Dennis Johnson

Please tune the piano in Boe as needed.

St. Olaf Orchestra Student Crews

Thursday, October 22

7:00 pm -- Truck unloads first at CHM, then at Boe.

In Boe, truck crew (not perc crew) will bring percussion to their storage areas: Small Office and Music Orgs Storage. Do not store in the Boe conference room, as it will be used Friday morning. Transfer timp/bass crates to white truck.

Friday, October 23

3:10 - 4:30 -- Orchestra set-up

4:30 - 6:15 -- Orchestra rehearsal; leave stage set-up;

Saturday, October 24

3:30 pm Concert

After concert, tear down and truck everything to CHM. Leave timp/bass crates on white truck.

Prepare the stage for chapel. Return chairs to the choir loft. Line extra chairs along the sides of the stage

MUSIC ORGANIZATIONS WORK ORDER

St. Olaf Band Spring Concert

From: Sybil Scott, x3646

To:	Gregg Menning Jim Fisher Margaret Wolf Jeff O'Donnell Sean Tonko Ben Cooper Judy Tegtmeyer Martha Kunau Christine Cecil Tim Wells Kathryn A-O Sarah Youngner	Steve Rasmussen Mark David Elaine Trnka Joshua Wyatt Tim Mahr Dennis Johnson Fred Behr Terra Widdifield Harrison Hintzsche Marty Hodel Dave Hagedorn
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FINAL

As of: 04/03/2017

Charge to: 010-11230

Performance: Sunday, April 9, 3:30 p.m.

Rehearsal: Sunday, April 9, 1:30 - 2:30 p.m.

Location: Skoglund

On-Site Contact: Harrison Hintzsche, 815.762.9888

Timeline

F = Facilities **CARP** = Carpenters **CUST** = Custodians **GRND** = Grounds **MECH** = Mechanical
SC = Student Crews **DJ** = Dennis Johnson

Thu, Apr 6	F	SC	DJ	
3:45 p.m.		SC		Move harpsichord from CHM 111 to band room with supervision from Dennis Johnson
4:50 - 6:15				Rehearsal
6:15 p.m.		SC		Move harpsichord from band room back to CHM 111
Fri, April 7				
Anytime	GRND			Deliver 6 sections (1 cart) of shell to the NE vestibule of Skoglund Gymnasium.
Sun, Apr 9				
7:00 am	CARP			Set up the 30' x 56' portable stage, centered on the operable wall. Setup 4-4'x8' SICO stage sections to create a 8' x 16' extension as shown on the diagram. Set up 3 sections of shell on each side of the stage. Provide 4 stair units.
7:15 am.	CUST			Pull wall out and cover main floor. Extend north bleachers and extend south bleachers to edge of floor covering. Set up audience chairs according to attached diagram.
7 a.m.	GRND			Move harpsichord and bench from Studio A to Skoglund temporary stage.
8 a.m.				Manny's Piano Movers moves the Baldwin grand piano, covered, and bench from Urness Recital Hall to the Skoglund temporary stage.
Before 11 a.m.		SC		Truck to Skoglund. Note: the gym floor has just been resurfaced, so please make sure you never roll carts anywhere that doesn't have floor coverings.
11 a.m.			DJ	Tune harpsichord
12:45 p.m.		SC		Set up stage
1:30 - 2:30 p.m.				Rehearsal

2:45 p.m.				Ushers arrive
3:30 p.m.				Concert
5:30 p.m.		SC		Tear-down stage and pack percussion. Rack chairs, stands and risers and leave them in the northeast corner of the gym. Do not leave equipment on floor tarps, in a location that prevents the bleachers from being rolled back. Return timpani to storage. Pack up percussion and truck to CHM.
Mon, Apr 10				
7 a.m.				Manny's Piano Movers moves the Baldwin grand piano, covered, and bench from Skoglund temporary stage to Urness Recital Hall.
7 a.m.	GRND			Move harpsichord and bench from Skoglund temporary stage to CHM 111.
7 a.m.	CUST CARP GRND			Move chairs, stands, and risers from the northeast corner of Skoglund to CHM 138. Return unused programs to hallway outside CHM 101. Please do not leave equipment in the CHM hallway or in the middle of the room. Return Skoglund to configuration for exercise science use.

Reserved Spaces

Skoglund Auditorium: 12 - 6 p.m.

Fishbowl Classroom 112: 12 - 6 p.m.

Broadcast/Media Services

Record Event: Stream

Mics: One mic on stage extension

Notes: Two trumpet soloists will perform from stage extension.

Lighting: At the orchestra's concert a few weeks back, the back two rows expressed that they didn't have enough lighting. If there's something we can do to make that better for this concert, they'd be grateful.

Usher Info

Ethan Schlenker

Mattie Branson-Meyer

Naomi Brandt

Sam Binns

Serena Tenenbaum

Reminders:

Keep audience out until ensembles are through rehearsing

Put out quiet signs (from custodian closet)

Get an audience count at the beginning of the concert and count leftover programs at the end (include number of programs in a box)

Contacts

Facilities: 507-786-6553 or 507-786-3280

Manny's Piano Movers: Paula, 612.978.7282

St. Olaf Band Spring Concert Diagram

