

# MUSIC ORGANIZATIONS WORK ORDER for BOE Memorial Chapel

From: ☒ Jean Parish (3360) ☐ Terra Widdifield (3614)

TO: ☐ Physical Plant ☐ Jeff O'Donnell (8613)  
☐ Jamie Bobb (3217) ☐ Dennis Johnson (3587)  
☐ Joshua Wyatt (8611) ☐ Matt Marohl (3092)  
☐ Christine Hanson ☐ Gregg Menning (3283)  
☐ Tim Wells (3119) ☐ Kris Vatter  
☐ Lisa Brown 3092 ☐ Kevin Larson

DRAFT or FINAL

As of: 10/19/2015

10/20/15

Event: Cantorei concert

Charge to: 010-11230 Anticipated Intermission 10m 15m 20m x

Performance Date: Sunday, October 25, 2016 Beginning/End Time: 7:30pm start, approximate 9:30pm end

Rehearsal Date: Saturday, October 24, 2016 Beginning/End Time: 9:30am start, 12:30pm end

Space Reserved for set up: Rehearsal - Saturday, October 24, as of 9am

Space Reserved for set up: Concert - Sunday, October 25, as of 5:30pm

Notes:

## Physical Plant

- ☐ Robe & shoe boxes: \_\_\_\_\_
- Equipment: ☐ Choral risers: Sections of riser \_\_\_\_\_
- ☒ Podium: yes, prefers St. Olaf Choir podium (purple carpet, approx.. 6" high, wheels on one side)
- ☐ Choral shell sections of shell: \_\_\_\_\_
- ☒ HVAC/air handler on as of: Sunday as usual for Chapel, remaining on continuously from Chapel until 10pm
- ☐ Other \_\_\_\_\_

Set-up instructions:

Boe Chapel Stage Extensions ☐ Yes ☐ No (Describe needs size needed, e.g., full stage, # extentions, etc.)

Remove altar ☐ Yes ☐ No \_\_\_\_\_

Remove chairs ☐ Yes ☐ No \_\_\_\_\_

Store chairs/set chairs: \_\_\_\_\_

☐ Return equipment:  
Location \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Notes:

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## Trucking

Truck and Driver \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

☐ Percussion: small drum set (contact Jamie for questions) ☐ Special hauling \_\_\_\_\_

☐ Timpani # \_\_\_\_\_ ☐ Stands # \_\_\_\_\_ ☐ Podium \_\_\_\_\_

Notes: \_\_\_\_\_

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## Broadcast Services/Media Services

☐ Lighting: ☒ Boe "concert" lighting ☒ Boe "chapel" lighting  
☒ Recorded Event (St. Olaf Staff) ☒ Online streaming ☐ Outside Recordist \_\_\_\_\_  
☐ Hand held mic. at podium ☐ Hand held mic. needed at other location: See notes below  
☐ Head worn mic. ☐ Video needed--contract Jim Stanoch

Notes: \_\_\_\_\_

- 1) There should be one mic for Karen Wilkerson that would be both for streaming and subtle reinforcement of the sound in the chapel. She is singing a set of Ellington and Brubeck that is more gospel/jazz than acoustic, so some amplification is needed. It could be a free standing mic so she would not have to hold it.
- 2) I am also expecting to have a small drum set which would not need to be amplified but would probably need a mic for the stream.

**All notes from Jamie; please reach him directly with questions.**

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## Piano Needs

Piano Requested \_\_\_\_\_ Piano will be moved to stage: Date \_\_\_\_\_ Time \_\_\_\_\_

Piano will be available for tuning: Date \_\_\_\_\_ Time \_\_\_\_\_

Notes: \_\_\_\_\_

# MUSIC ORGANIZATIONS WORK ORDER

## St. Olaf Cantorei St. John's Passion

**From:** Sybil Scott, x3646

<b>To:</b>	Gregg Menning	Steve Rasmussen
	Jim Fisher	Mark David
	Margaret Wolf	Elaine Trnka
	Jeff O'Donnell	Joshua Wyatt
	Sean Tonko	Eve Grabau
	Ethan Johnson	Dennis Johnson
	Fred Behr	Martha Kunau
	Terra Widdifield	Christine Cecil
	Harrison Hintzsche	Tim Wells
	Mack Austin	Lisa Brown
	Cathy Rodland	Jamie Bobb
	Katie Fick	Matt Marohl
	Barb Barth	

**FINAL**

**As of:** 03/24/2017

**Charge to:** 010-11230

**Performance:** Sunday, April 9, 7:30 p.m.

**Rehearsal:** Saturday, April 8, 12:30 - 3 p.m.

**Location:** Boe Chapel

**On-Site Contact:** Harrison Hintzsche, 815.762.9888

### Timeline

**F** = Facilities   **CARP** = Carpenters   **CUST** = Custodians   **GRND** = Grounds   **MECH** = Mechanical  
**SC** = Student Crews   **BMS** = Broadcast/Media Services   **DJ** = Dennis Johnson

Wed, Apr 5	F	SC	BMS	DJ	
12:30 - 1:30 p.m.	CARP				Set up partial stage extension according to diagram. All chapel furniture will stay where it is for rehearsals and concert. Riser chairs will also stay as they are.
2 p.m.		SC			Roll 17 chairs and one rack of stands from CHM to Boe. Bring three sections of risers and the three cello chairs down from the balcony.
4 p.m.		SC			Orchestra set-up
4:30 - 6 p.m.					Rehearsal
6 p.m.		SC			Orchestra tear-down
Fri, Apr 7					
11 a.m.				DJ	Tune harpsichord
3:30 - 6 p.m.					FYI: Rehearsal in Studio A
4 - 7 p.m.			BMS		Set-up for Admitted Students Day event
Sat, Apr 8					
	F				Check air handling schedule
9 - 10 a.m.					FYI: Admitted Students Day event
10 - 11:30 a.m.			BMS		Tear-down from Admitted Students Day event
12 p.m.		SC			Orchestra set-up
<b>12:30 - 3 p.m.</b>					<b>Dress Rehearsal</b>
3 p.m.					Orchestra tear-down
Sun, Apr 9					
	F				Check air handling schedule

12:30 - 2:30 p.m.				DJ	Tune harpsichord
4:30 p.m.					Orchestra set-up. <b>Note:</b> Please review the Boe section of our “ <a href="#">Spaces</a> ” document for best practices regarding the stage and storage areas.
<b>7:30 p.m.</b>					<b>Concert</b>
After concert		SC			Orchestra tear-down. Do a clean sweep of all undercroft storage spaces and leave the stage in pristine condition. Truck equipment back to CHM.
Mon, Apr 10					
Before Chapel	CARP				Remove stage extensions

## Reserved Spaces

**Boe Chapel:** Sunday, April 9, Noon - 9:30 p.m.  
All rehearsal and set-up times

**Boe Conference Room 012:** Sunday, April 9, 5:30 - 10:30

**Valhalla (Cantorei):** Sunday, April 9, 6:30 - 10:30

## Broadcast/Media Services

**Recording:** Stream

**Mics:** Lectern mic will be used for a scripture reading; nothing additional needed.

**Notes:** Acoustic panels should be retracted for all rehearsal and the concert. There are 5 total soloists who will stand in front of the orchestra. Harpsichord will be right next to the conductor’s podium, slightly elevated to be played while standing.

## Contacts

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

**Facilities (urgent matters only):** Gregg Menning (507) 321-2074-cell