

PRODUCTION SCHEDULE 2004 Utah Arts Festival

TUESDAY – June 15

WEDNESDAY – June 16

- Build Amphitheater Stage
- Phone Lines installed – old Library
- Accounting Offices re-keyed

THURSDAY – June 17

- Finish Amphitheater Stage
- Build Festival Stage

FRIDAY – June 18

To Do:

- Finish Festival Stage
- Install barricades
- Pick up Flatbed/Pickup Truck – Lisa/Teri
- Unload warehouse
- Pick up Water w/flatbed truck
- Fencing (Fri-Wed)

Deliveries:

- Golf Carts
- Steel Ramps
- Coke Machines

All Event Rental:

- Deliver fork lifts to site

SATURDAY – June 19

To Do:

- Build Park Stage
- Layout City & County
- Install fabric (Sat – Wed)

Deliveries:

All Event Rental:



SUNDAY – June 20

Build Park Stage
Artist Booth Layouts - Craig

MONDAY – June 21

200 East Closes – late p.m.

To Do:

Start Electric Work
Install Shade Structure
Install City & County Tents

Deliveries:

Radios
Golf Carts
Port Potties
Festival Guides
Wagner Bags
Tuff Sheds
Generators

TUESDAY – June 22

To Do:

Build Main Gate – 400 S
Install City & County Tents

Deliveries:

Sully's catering truck – 10 a.m.

WEDNESDAY – June 23

To Do:

Pick up Wheelchairs – need truck a.m.

Deliveries:

Food Booths
Artist's arrive
Luminarium installation

Tech Crew:

Vanguard Reception = The Commons - Need tech assistance in setting up tables, chairs 3:00 p.m.

THURSDAY – June 24

Tech Crew

-help move couches out of Big Mouth Café; move Luv Saks to Festival office

FRIDAY – June 25

Tech Crew

-help move couches out of Big Mouth Café; move Luv Saks to Festival office

SATURDAY– June 26

Tech Crew

-help move couches out of Big Mouth Café; move Luv Saks to Festival office

Art Attack 5K Fun Run – Scaffold build 300 E 6:00?

Scaffold drop?

Need barricades dropped for event

SUNDAY – June 27

Closing Night Reception – need tech crew to help set up – 5:00

Waste Management

coming in at 6:00 to do a final dump b/4 the Food Vendors load out

Tech Crew

help move couches out of Big Mouth Café; move Luv Saks to Festival office

MONDAY – June 28

Pick up Flatbed truck

Waste Management – scheduled to show up early (8:00) to dump and return.

Can we use a shop vac at the Art Yard and Mad Hatter to get the small beads up?



International Festivals & Events Association