

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
|-------------------|---------|---------|---------|------------|---|----------------------------------|--|-------------------|--|---|---------------|---------------------|
| Fri 03/06/2015 | 4:00 pm | 7:00 pm | 8:30 pm | 9:00 pm | One Act Play | Almond - Black Box Theatre (321) | Drama & Theatre (WTHS) Management Team | Adam Miller | B & G Overtime Needed (Admin Use Only) Admin Supervision | Set Up Notes: TO BE UPDATED. Admin Assigned: Susan Coleman | Kim Lobitz | 2014-08-11 09:13:12 |
| Sat 03/07/2015 | | 1:00 pm | 9:00 pm | | Warren Jr Blue Devils Basketball Invitational | Almond - Gymnasium | Warren Jr Blue Devil Basketball (Boys) | Mitch Jacobson | B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only) | Chairs Concessions | Katie Schmidt | 2014-10-28 05:28:58 |
| Sat 03/07/2015 | | 3:00 pm | 9:00 pm | | Warren Jr Blue Devils Basketball Invitational | Almond - Field House | Warren Jr Blue Devil Basketball (Boys) | Mitch Jacobson | B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only) | Chairs Concessions | Katie Schmidt | 2014-10-28 05:30:00 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
|-------------------|------------|------------|------------|------------|--------------|----------------------------------|---------------------|-------------------|---------------------|---------------------|------------|---------------------|
| Sat 03/07/2015 | 4:00 pm | 7:00 pm | 8:30 pm | 9:00 pm | One Act Play | Almond - Black Box Theatre (321) | (More on next page) | Adam Miller | (More on next page) | (More on next page) | Kim Lobitz | 2014-08-11 09:13:46 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
|----------------|---------|----------|---------|------------|---|--|--|-------------------|---|---|---------------|---------------------|
| | | | | | | | (Continued from previous page) Drama & Theatre (WTHS) Management Team | | (Continued from previous page) B & G Overtime Needed (Admin Use Only) Security Needed (Admin Use Only) Admin Supervision | (Continued from previous page) Set Up Notes: TO BE UPDATED. Admin Assigned: Kory Geisser. | | |
| Sun 03/08/2015 | | 11:00 am | 6:00 pm | | Warren Jr Blue Devils Basketball Invitational | Almond - Field House Almond - Gymnasium | Warren Jr Blue Devil Basketball (Boys) | Dave Kivimaki | B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only) | Chairs Concessions | Katie Schmidt | 2014-10-09 06:39:36 |
| Tue 03/10/2015 | 3:15 pm | 7:00 pm | 9:00 pm | 9:30 pm | Choir Concert | O'Plaine - Auditorium | Choir Management Team | Natalie Colgan | (More on next page) | Set Up Notes: TO BE UPDATED. Admin Assigned: Stephanie | Kim Lobitz | 2014-08-11 09:14:17 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
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| | | | | | | | | | (Continued from previous page) B & G Overtime Needed (Admin Use Only) Lighting/Sound Tech Needed (Admin Use Only) Admin Supervision | | | |
| Thu 03/12/2015 | 4:00 pm | 6:30 pm | 9:00 pm | 9:30 pm | Sports Awards @ Almond | Almond - Utility Gym Almond - Room 211 (Lecture) Almond - Gymnasium Almond - Field House Almond - Cafeteria (ALL) Almond - Black Box Theatre (321) Almond - 201 (Gallery) | Athletic Department Management Team | Kim Lobitz Mark Pos | B & G Overtime Needed (Admin Use Only) LCD Projector - Almond Podium Laptop - Almond Portable PA System - Almond Admin Supervision | Set Up Notes: TO BE UPDATED. Admin Assigned: Kim Lobitz, Mark Pos | Kim Lobitz | 2014-08-11 09:14:41 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
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| Wed 03/18/2015 | 6:30 pm | 7:00 pm | 9:00 pm | 9:30 pm | Band Concert (O'Plaine Concert Bands) | O'Plaine - Auditorium | Band Management Team WTHS Band Boosters | Chris Jenkins Kurt Gros Dave Tribley | (More on next page) | (More on next page) | Kim Lobitz | 2014-12-08 13:14:45 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
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| | | | | | | | | | (Continued from previous page) B & G Overtime Needed (Admin Use Only) Lighting/So und Tech Needed (Admin Use Only) Admin Supervision | (Continued from previous page) Set Up Notes: TO BE UPDATED. Admin Assigned: Rob Parrott. | | |
| Thu 03/19/2015 | 6:30 pm | 7:00 pm | 9:00 pm | 9:30 pm | Band Concert (Almond Concert & Sym Bands) | O'Plaine - Auditorium | Band Management Team WTHS Band Boosters | Chris Jenkins Kurt Gros Dave Tribley | B & G Overtime Needed (Admin Use Only) Lighting/So und Tech Needed (Admin Use Only) Admin Supervision | Set Up Notes: TO BE UPDATED. Admin Assigned: Chuck Maurer | Kim Lobitz | 2014-12-08 13:15:24 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
|-------------------|------------|------------|------------|------------|-------------------------------------|---|---|-------------------|---|---------------------|---------------|------------------------|
| Sun 03/22/2015 | | 7:00 am | 5:00 pm | | Lake County Coin Club | O'Plaine - Cafeteria | Lake County Coin Club | Julie Bell | B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) | | Katie Schmidt | 2014-09-05 06:38:52 |
| Tue 03/31/2015 | | 3:00 pm | 8:00 pm | | Business Education Partners Program | O'Plaine - Lecture Hall O'Plaine - Faculty Cafeteria O'Plaine - Cafeteria West Side (by windows) O'Plaine - Cafeteria East Side (by hallway) | Business and Education Partners Programs (BEPP) | Jeanne Love | B & G Overtime Needed (Admin Use Only) | | Katie Schmidt | 2015-02-05 11:16:09 |
| Wed 04/01/2015 | 4:30 pm | 7:00 pm | 9:00 pm | 9:30 pm | NHS Induction Ceremony | O'Plaine - Cafeteria O'Plaine - Auditorium | Management Team National Honor Society | Jeff Knouse | B & G Overtime Needed (Admin Use Only) Lighting/Sound Tech Needed (Admin Use Only) Podium (More on next page) | (More on next page) | Kim Lobitz | 2015-02-17 09:55:58 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
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| | | | | | | | | | (Continued from previous page) Admin Supervision Wireless Microphone (OP gym/auditorium only) Table(s) Please specify under misc options-set up notes | (Continued from previous page) Set Up Notes: TBD by event contact via work order. Table on stage (2). Large podium on stage. Possible additional set up in the cafeteria. Contact Jeff Knouse for more details. Will need wireless microphone, lighting and music. | | |
| Thu 04/09/2015 | 2:15 pm | 6:00 pm | 9:00 pm | 10:00 pm | Fine Arts Festival @ Almond | Almond - Room 211 (Lecture) Almond - Cafeteria (ALL) Almond - Black Box Theatre (321) Almond - 201 (Gallery) | Art Club Art Department - Almond Band Choir Drama & Theatre (WTHS) Management Team WTHS Band Boosters | Rocco Oddo | B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Admin Supervision | Set Up Notes: TBD by event contact Admin Assigned: Admin will be attending. | Kim Lobitz | 2015-01-28 10:58:45 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
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| Thu 04/23/2015 | 3:15 pm | 7:00 pm | 9:00 pm | 9:30 pm | Spring Musical | O'Plaine - Auditorium | Drama & Theatre (WTHS) Management Team | Natalie Colgan Sarah Riddell | B & G Overtime Needed (Admin Use Only) Admin Supervision | Set Up Notes: TO BE UPDATED. Admin Assigned: Chris Geocariss | Kim Lobitz | 2014-08-11 09:18:08 |
| Fri 04/24/2015 | 3:15 pm | 7:00 pm | 9:00 pm | 9:30 pm | Spring Musical | O'Plaine - Auditorium | Drama & Theatre (WTHS) Management Team | Natalie Colgan Sarah Riddell | B & G Overtime Needed (Admin Use Only) Admin Supervision | Set Up Notes: TO BE UPDATED. Admin Assigned: Michelle Bertola | Kim Lobitz | 2014-08-11 09:19:00 |
| Sat 04/25/2015 | | 7:00 am | 11:00 pm | | USJN Girls Basketball Tournament | Almond - Gymnasium Almond - Field House | U.S. Junior Nationals | Chris Menning | B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only) | 4-court set-up in gym and in fieldhouse 1 table at each court 16-20 chairs for each court 3-4 tables at entrance | Katie Schmidt | 2014-08-06 06:01:20 |
| Sat 04/25/2015 | 9:00 am | 2:00 pm | 4:00 pm | 5:00 pm | Spring Musical | O'Plaine - Auditorium | Drama & Theatre (WTHS) Management Team | Natalie Colgan Sarah Riddell | (More on next page) | Set Up Notes: TO BE UPDATED. Admin Assigned: Rico D'Amore | Kim Lobitz | 2014-08-11 09:19:21 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
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| | | | | | | | | | (Continued from previous page) B & G Overtime Needed (Admin Use Only) Security Needed (Admin Use Only) Admin Supervision | | | |
| Sat 04/25/2015 | 5:30 pm | 7:00 pm | 9:00 pm | 9:30 pm | Spring Musical | O'Plaine - Auditorium | Drama & Theatre (WTHS) Management Team | Natalie Colgan Sarah Riddell | B & G Overtime Needed (Admin Use Only) Security Needed (Admin Use Only) Admin Supervision | Set Up Notes: TO BE UPDATED. Admin Assigned: Sandy Ridker | Kim Lobitz | 2014-08-11 09:19:44 |
| Sun 04/26/2015 | | 7:00 am | 4:00 pm | | USJN Girls Basketball Tournament | Almond - Field House Almond - Gymnasium | U.S. Junior Nationals | Chris Menning | B & G Overtime Needed (Admin Use Only) (More on next page) | 4-court set-up in gym and in fieldhouse 1 table at each court (More on next page) | Katie Schmidt | 2014-08-06 06:07:01 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
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| | | | | | | | | | (Continued from previous page) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only) | (Continued from previous page) 16-20 chairs for each court 3-4 tables at entrance | | |
| Sun 04/26/2015 | 3:00 pm | 5:00 pm | 7:00 pm | 8:00 pm | FBLA Banquet | O'Plaine - Cafeteria O'Plaine - Auditorium | Management Team FBLA | Chris Mason Kelly Wilkerson | B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) | Set Up Notes: TBD by event contact | Kim Lobitz | 2014-07-09 14:10:32 |
| Tue 04/28/2015 | 3:15 pm | 7:00 pm | 9:00 pm | 9:30 pm | Choir Concert | O'Plaine - Auditorium | Choir Management Team | Natalie Colgan | B & G Overtime Needed (Admin Use Only) Lighting/Sound Tech Needed (Admin Use Only) Admin Supervision | Set Up Notes: TO BE UPDATED. Admin Assigned: Stephanie Helfand | Kim Lobitz | 2014-08-11 09:20:04 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
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| Wed 04/29/2015 | 3:15 pm | 7:00 pm | 9:00 pm | 9:30 pm | Band Concert | O'Plaine - Auditorium | (More on next page) | (More on next page) | (More on next page) | (More on next page) | Kim Lobitz | 2014-10-15 13:26:59 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
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| | | | | | | | (Continued from previous page) Band Management Team WTHS Band Boosters | (Continued from previous page) Chris Jenkins Kurt Gros Dave Tribley | (Continued from previous page) B & G Overtime Needed (Admin Use Only) Lighting/So und Tech Needed (Admin Use Only) Admin Supervision | (Continued from previous page) Set Up Notes: TO BE UPDATED. Admin Assigned: Peg Merar. | | |
| Thu 04/30/2015 | 4:00 pm | 7:00 pm | 8:30 pm | 9:00 pm | Jazz Band Concert | Almond - Black Box Theatre (321) | Band Management Team WTHS Band Boosters | Chris Jenkins Kurt Gros Dave Tribley | B & G Overtime Needed (Admin Use Only) Lighting/So und Tech Needed (Admin Use Only) Admin Supervision | Set Up Notes: TBD by event contact | Kim Lobitz | 2015-01-12 08:42:16 |
| Thu 04/30/2015 | 3:15 pm | 7:00 pm | 9:00 pm | 9:30 pm | Band Concert | O'Plaine - Auditorium | Band Management Team WTHS Band Boosters | Chris Jenkins Kurt Gros Dave Tribley | (More on next page) | Set Up Notes: TO BE UPDATED. Admin Assigned: Kory Geisser | Kim Lobitz | 2014-10-15 13:27:34 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
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| | | | | | | | | | (Continued from previous page) B & G Overtime Needed (Admin Use Only) Lighting/Sound/Tech Needed (Admin Use Only) Admin Supervision | | | |
| Fri 05/08/2015 | 3:15 pm | 7:00 pm | 9:00 pm | 9:30 pm | Choir Banquet and Awards | Almond - Cafeteria (ALL) Almond - Black Box Theatre (321) | Management Team Choir | Natalie Colgan | B & G Overtime Needed (Admin Use Only) | Set Up Notes: TBD by event contact | Kim Lobitz | 2014-07-09 14:10:33 |
| Sat 05/09/2015 | 3:00 pm | 4:15 pm | 5:00 pm | 11:00 pm | Prom Check-In | Almond - Almond Campus ALL Locations | Junior Class Board Management Team | Brianne Turano Kim Lobitz | B & G Overtime Needed (Admin Use Only) Security Needed (Admin Use Only) Admin Supervision | Set Up Notes: TO BE UPDATED. Admin Assigned: ALL ADMIN | Kim Lobitz | 2014-08-11 09:21:09 |
| Fri 05/15/2015 | 3:15 pm | 7:00 pm | 9:00 pm | 9:30 pm | Drama Banquet and Awards | Almond - Cafeteria (ALL) Almond - Black Box Theatre (321) | Management Team Drama & Theatre (WTHS) | Adam Miller Sarah Riddell Natalie Colgan | B & G Overtime Needed (Admin Use Only) | Set Up Notes: TBD by event contact | Kim Lobitz | 2014-07-09 14:10:34 |

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
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| Sat 05/16/2015 | | 8:00 am | 10:00 pm | | BBall Dreams - Central IL AAU | Almond - Gymnasium Almond - Field House | Central IL AAU | Brian Davis | B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only) | Chairs -TBD Tables - 8 | Katie Schmidt | 2015-05-11 09:45:39 |
| Sun 05/17/2015 | | 8:00 am | 6:00 pm | | BBall Dreams - Central IL AAU | Almond - Gymnasium Almond - Field House | Central IL AAU | Brian Davis | B & G Overtime Needed (Admin Use Only) SCC Cleaning Needed (Admin Use Only) Security Needed (Admin Use Only) | Chairs -TBD Tables - 8 | Katie Schmidt | 2015-05-11 09:46:37 |
| Fri 05/29/2015 | | 11:00 am | 3:00 pm | | Millburn Graduation Set Up & Ceremony | Almond - Gymnasium Almond - Field House Almond - Cafeteria (ALL) | Millburn School | Jake Jorgenson | (More on next page) | Chairs - 1000 Tables -10 Band/choir riser | Katie Schmidt | 2015-03-16 11:50:46 |

Wireless
Microphone

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
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| | | | | | | | | | (Continued from previous page) B & G Overtime Needed (Admin Use Only) Security Needed (Admin Use Only) Table(s) Please specify under misc options-set up notes Chairs (please specify under misc options-set up notes) Portable PA System - Almond | | | |
| Sat 05/30/2015 | | 8:00 am | 3:00 pm | | Millburn Graduation Set Up & Ceremony | Almond - Field House Almond - Gymnasium Almond - Cafeteria (ALL) | Millburn School | Jake Jorgenson | (More on next page) | Chairs - 1000 Tables -10 Band/choir riser | Katie Schmidt | 2014-09-24 12:10:22 |

Wireless
Microphone

| Date | Setup | Start | End | Break down | Event Name | Location | Group | Contact Full Name | Equipment | Setup Instructions | Created By | Last Modified |
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| | | | | | | | | | (Continued from previous page) B & G Overtime Needed (Admin Use Only) Security Needed (Admin Use Only) Table(s) Please specify under misc options-setup notes Chairs (please specify under misc options-setup notes) Portable PA System - Almond | | | |