

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Thu 02/21/2013	7:30 pm	9:30 pm	HS Pow Wow	Open to Public	Need 5 double tables and 2 other long tables: 2 dble in center lobby in front of steps for concessions; 2 dble at far left wall under trophy case ; 1 dble along left side concrete wall. Need 1 long table (not dble) in front of box office; also 1 long table (not dble) in front of bench across from middle concession table. Need 4 large open trash cans with liners: 2 near center concession; 2 near left concession single table. Lined containers for recycling water bottles if available; 10 folding chairs; 2 Booster coolers with ice.	
Fri 02/22/2013	7:30 pm	9:30 pm	HS Pow Wow	Open to Public	Need 5 double tables and 2 other long tables: 2 dble in center lobby in front of steps for concessions; 2 dble at far left wall under trophy case ; 1 dble along left side, concrete wall. Need 1 long table (not dble) in front of box office; also 1 long table (not dble) in front of bench across from middle concession table. Need 4 large open trash cans with liners: 2 near center concession; 2 near left concession single table. Lined containers for recycling water bottles if available; 10 folding chairs; 2 Booster coolers with ice.	
Sat 02/23/2013	2:00 pm	4:00 pm	HS Pow Wow Matinee	Open to Public	Need 5 double tables and 2 other long tables: 2 dble in center lobby in front of steps for concessions; 2 dble at far left wall under trophy case ; 1 dble along left side, concrete wall. Need 1 long table (not dble) in front of box office; also 1 long table (not dble) in front of bench across from middle concession table. Need 4 large open trash cans with liners: 2 near center concession; 2 near left concession single table. Lined containers for recycling water bottles if available; 10 folding chairs; 2 Booster coolers with ice.	
Sat 02/23/2013	7:30 pm	9:30 pm	HS Pow Wow	Open to Public	Need 5 double tables and 2 other long tables: 2 dble in center lobby in front of steps for concessions; 2 dble at far left wall under trophy case ; 1 dble along left side, concrete wall.	

(More on next page)

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
					(Continued from previous page) Need 1 long table (not dble) in front of box office; also 1 long table (not dble) in front of bench across from middle concession table. Need 4 large open trash cans with liners: 2 near center concession; 2 near left concession single table. Lined containers for recycling water bottles if available; 10 folding chairs; 2 Booster coolers with ice.	
Sun 02/24/2013	12:00 pm	5:00 pm	HS POW WOW Set Strike	HS Drama		
Mon 02/25/2013	2:45 pm	4:30 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students		
Mon 02/25/2013	7:00 pm	9:00 pm	MS Musical Set Construction	MS - all		
Tue 02/26/2013	2:45 pm	4:00 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students		
Tue 02/26/2013	7:00 pm	9:00 pm	MS Musical Set Construction	MS - all		
Wed 02/27/2013	10:30 am	11:00 am	HS New TSL's for 2013-2014	HS Students	Will need microphone and sound system. Thank you.	Microphone & Sound Systm
Wed 02/27/2013	2:45 pm	4:00 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students		
Wed 02/27/2013	7:00 pm	9:00 pm	MS Musical Set Construction	MS - all		
Thu 02/28/2013	10:30 am	11:00 am	HS Current TSL's Reapplying	HS Students	Will need microphone/sound system. Thank you.	Microphone & Sound System
Thu 02/28/2013	2:45 pm	4:00 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students		
Thu 02/28/2013	7:00 pm	9:00 pm	MS Musical Set Construction	MS - all		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Fri 03/01/2013	2:45 pm	4:30 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students		
Fri 03/01/2013	7:00 pm	9:00 pm	MS Musical Set Construction	MS - all		
Sat 03/02/2013	12:00 pm	4:00 pm	MS Musical Set Construction	MS - all		
Mon 03/04/2013	2:45 pm	4:30 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students		
Mon 03/04/2013	7:00 pm	9:00 pm	MS Musical Set Construction	MS - all		
Tue 03/05/2013	2:45 pm	4:00 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students		
Tue 03/05/2013	7:00 pm	9:00 pm	MS Musical Set Construction	MS - all		
Wed 03/06/2013	2:45 pm	4:00 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students		
Wed 03/06/2013	7:00 pm	9:00 pm	MS Musical Set Construction	MS - all		
Thu 03/07/2013	2:45 pm	4:00 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students		
Thu 03/07/2013	7:00 pm	9:00 pm	MS Musical Set Construction	MS - all		
Fri 03/08/2013	9:00 am	10:30 am	MS Romeo & Juliet Performance	MS Students		
Fri 03/08/2013	1:00 pm	2:30 pm	HS Romeo & Juliet Performance	HS Students		
Fri 03/08/2013	2:45 pm	4:30 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students		
Fri 03/08/2013	7:00 pm	9:00 pm	MS Musical Set Construction	MS - all		
Sat 03/09/2013	9:00 am	2:00 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students	Need tables & chairs in commons lobby (long table for seating; smaller table for serving) for cast dinner and extra trash cans and liners please.	
Sat 03/09/2013	12:00 pm	4:00 pm	MS Musical Set Construction	MS - all		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Mon 03/11/2013	2:45 pm	4:30 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students		
Mon 03/11/2013	7:00 pm	9:00 pm	MS Musical Set Construction	MS - all		
Tue 03/12/2013	5:00 pm	8:00 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students	Need make-up rooms, band, and choir rooms unlocked for dress rehearsals please.	
Wed 03/13/2013	5:00 pm	8:00 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students	Need make-up rooms, band, and choir rooms unlocked for dress rehearsals please.	
Thu 03/14/2013	5:00 pm	8:00 pm	MS Spring Musical Practice	MS Drama MS Faculty MS Parents MS Students	Need make-up rooms, band, and choir rooms unlocked for dress rehearsals please.Need 7 double tables and 7 chairs for lobby (see diagram). Need 6 black chairs from band room for handicapped section between upper and lower decks.	
Fri 03/15/2013	7:00 pm	9:30 pm	MS Spring Musical	MS Students	Need 7 double tables and 7 chairs for lobby (see diagram); any school coolers available--ice needed by 5:30 please. Need make-up rooms, band, and choir rooms unlocked. Need 6 black chairs from band room for handicapped section between upper and lower decks.	
Sat 03/16/2013	7:00 pm	9:30 pm	MS Spring Musical	MS Students	Need 7 double tables and 7 chairs for lobby (see diagram); any school coolers available--ice needed by 5:30 please. Need make-up rooms, band, and choir rooms unlocked. Need 6 black chairs from band room for handicapped section between upper and lower decks.	
Sun 03/17/2013	10:00 am	4:00 pm	MS Play Strike	MS Drama	Please have lights on and doors unlocked for crew to access stage for tear-down of play sets.	
Mon 03/18/2013	3:00 pm	5:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Tue 03/19/2013	3:00 pm	5:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Wed 03/20/2013	3:00 pm	5:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Thu 03/21/2013	3:00 pm	5:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Fri 03/22/2013	3:00 pm	5:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Mon 04/08/2013	3:00 pm	6:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Tue 04/09/2013	3:00 pm	6:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Wed 04/10/2013	3:00 pm	6:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Thu 04/11/2013	9:00 am	11:00 am	HS Student Government Speeches/Elections	HS Students		
Thu 04/11/2013	3:00 pm	6:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Fri 04/12/2013	3:00 pm	6:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Sat 04/13/2013	9:00 am	12:00 pm	HS Spring Theatre Show Dry Tech	HS Drama		
Mon 04/15/2013	3:00 pm	6:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Tue 04/16/2013	3:00 pm	6:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Tue 04/16/2013	7:00 pm	9:00 pm	Rehearsal - HS Orchestra Band Concert - Conducted by John Morris Russell	HS Orchestra HS Band		
Wed 04/17/2013	3:00 pm	6:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Wed 04/17/2013	7:00 pm	9:00 pm	HS Orchestra Band Concert - Conducted by John Morris Russell	HS Orchestra HS Band	Need 4 double tables, 2 large wastebaskets and ice for reception.	
Thu 04/18/2013	1:00 pm	2:30 pm	HS Student Government Elections	HS Students	Will need microphones and screen. Thank you.	HS Projector-LCD, Speakers, DVD Player Microphone & Sound System
Thu 04/18/2013	3:00 pm	6:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Fri 04/19/2013	3:00 pm	6:00 pm	HS Spring Theatre Show Rehearsal	HS Drama		
Sat 04/20/2013	9:00 am	6:00 pm	HS Spring Theatre Show Tech/Dress	HS Drama		
Mon 04/22/2013	3:00 pm	10:00 pm	HS Spring Theatre Show Final Dress	HS Drama		
Tue 04/23/2013	7:30 pm	9:30 pm	HS Spring Band Concert	HS Band		
Wed 04/24/2013	12:30 pm	2:00 pm	Retirees' Luncheon	Retirees	Please set up: rented round tables with 8 chairs per table; one long table & a small wastecan near doors closest to Commons for nametags; coat rack; umbrella receptacles, if needed. Food holding area will be end of lobby near Athl. office; need 2-12 ft. tables: 1 for drinks & 1 for food (needs elect. receptacles); trash cans. 5 or 4 sections of risers (from HS choir rm) at end of lobby nearest MS; piano from Rm C5 practice room; podium; Steve S. will provide & check sound equipment. Thank you	
Wed 04/24/2013	3:00 pm	10:00 pm	HS Spring Theatre Show Final Dress	HS Drama		
Thu 04/25/2013	7:30 pm	9:30 pm	HS Spring Play	Open to Public		
Fri 04/26/2013	7:30 pm	9:30 pm	HS Spring Play	Open to Public		
Sat 04/27/2013	7:30 pm	9:30 pm	HS Spring Play	Open to Public		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Sun 04/28/2013	9:00 am	12:00 pm	HS Spring Theatre Show Strike Set	HS Drama		
Tue 04/30/2013	7:30 pm	9:30 pm	HS Spring Band Concert	HS Band	Need tables in Aud. lobby please: one double table in center for refreshments, and another off to the right closest to gym for recording equipment. Thank you!	
Wed 05/01/2013	10:30 am	11:00 am	HS Senior Signing Day	Grade 12 Guidance	Need 8 double tables around the perimeter of the auditorium lobby for seniors to sign and shake counselor's hand. If questions call Sandy Farris X4563.	
Wed 05/01/2013	7:00 pm	9:00 pm	HS Spring Choral Concert Dress Rehearsal	HS Choir		
Thu 05/02/2013	7:30 pm	9:30 pm	HS Spring Choral Concert	HS Choir	Will need auditorium doors unlocked on Thursday, May 2, from 5-10pm for dress rehearsal and concert. Tir-State Productions will be recording and will need to have the costume room in the lobby unlocked to plug in their equipment. They will also need a double-long table in the auditorium lobby.	
Mon 05/06/2013	4:00 pm	6:00 pm	ES Spring Choral Concert Dress Rehearsal at HS	ES Choir ES Parents		
Tue 05/07/2013	10:15 am	2:30 pm	HS Inspirational Speeches	HS Students		
Tue 05/07/2013	7:00 pm	9:00 pm	ES Spring Choral Concert at HS	ES Choir ES Parents		
Wed 05/08/2013	11:40 am	2:30 pm	HS Inspirational Speeches	HS Students		
Wed 05/08/2013	7:00 pm	8:30 pm	MS Spring Orchestra Concert	MS Orchestra	Need 2 long tables, ice, and 2 large trash cans for auditorium lobby please	
Thu 05/09/2013	9:00 am	2:30 pm	HS Inspirational Speeches	HS Students		
Thu 05/09/2013	7:00 pm	8:30 pm	ES Band Concert at HS	ES Choir ES Parents		
Fri 05/10/2013	10:15 am	2:30 pm	HS Inspirational Speeches	HS Students		
Mon 05/13/2013	2:45 pm	3:30 pm	IHEA information Meeting	HS Faculty MS Faculty	Need microphone.	
Mon 05/13/2013	7:00 pm	8:30 pm	MS Band Concert	MS Band		
Wed 05/15/2013	7:00 pm	8:30 pm	ES Orchestra Concert at HS	ES Choir ES Parents		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Thu 05/16/2013	6:30 pm	8:30 pm	HS Theatre Banquet	HS Drama	On the morning of May 16, on the auditorium stage, will need 4 long tables for food, 170 folding chairs, 4 trash cans with liners, 2 large white coolers filled with ice around 2:00pm. Will also need 4 long tables in the auditorium lobby. Thank you.	
Fri 05/17/2013	12:00 pm	2:30 pm	HS Music Fest	HS Students		
Tue 05/21/2013	7:00 pm	8:30 pm	MS Spring Vocal Concert	MS Students		
Thu 05/30/2013	9:00 am	11:00 am	HS Underclass Awards Program	HS Students HS Parents		
Sat 06/01/2013	10:00 am	1:00 pm	IH Athletics - Boosters	Boosters	Need 12 ft. table, 30 braves chairs, podium, & microphone please.	
Sun 06/02/2013	6:00 pm	8:30 pm	HS Senior Athletic Awards Program	HS Students HS Parents	.	
Wed 06/05/2013	All Day	All Day	8th Grade Graduation Practice	Grade 08	Need chairs on stage before 7:00 am; need podium, microphone, piano, guest chairs; 2 long tables for T-shirts & diplomas; 180 chairs in 2 sections with aisle; 9 rows, 10+10 per row. About 10 chairs on side for BOE & administrators	
Thu 06/06/2013	10:30 am	11:30 am	Grade 8 Graduation	Grade 08	Need piano, podium, microphone, 2 long tables for T-shirts & diplomas; 180 chairs in 2 sections with aisle; 9 rows, 10+10 per row. About 10 chairs on side for BOE & administrators.	
Fri 06/07/2013	7:30 am	9:30 am	Breakfast for Faculty	HS Faculty ES Faculty MS Faculty PS Faculty	Need tables with podium across window wall of cafeteria. 2 tabletops to the left (as you stand at the podium) set for 6 seats; 3-4 tabletops to the right of the podium for gifts. Have sound system set up for presenting awards; please make sure batteries are good with spares available. Have two serving lines for food in "L" shape to left and right of entrance, and tables for beverage service.	
Fri 06/07/2013	10:00 am	12:00 pm	HS Commencement Practice	Grade 12		
Fri 06/07/2013	8:00 pm	9:30 pm	HS Commencement	Grade 12		
Mon 06/10/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you. Also using make-up room.	

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Tue 06/11/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you. Also using make-up room.	
Wed 06/12/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you. Also using make-up room.	
Thu 06/13/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you. Also using make-up room.	
Fri 06/14/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you. Also using make-up room.	
Mon 06/17/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 07 Grade 08 Grade 09	Please make sure doors are unlocked and lights on for camper entry. Thank you. Using make-up room also.	
Mon 06/17/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you. Also using make-up room.	
Tue 06/18/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you. Also using make-up room.	
Tue 06/18/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 07 Grade 08 Grade 09	Please make sure doors are unlocked and lights on for camper entry. Thank you. Using make-up room also.	
Wed 06/19/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 07 Grade 08 Grade 09	Please make sure doors are unlocked and lights on for camper entry. Thank you. Using make-up room also.	
Wed 06/19/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you. Also using make-up room.	

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Thu 06/20/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 07 Grade 08 Grade 09	Please make sure doors are unlocked and lights on for camper entry. Thank you. Using make-up room also.	
Thu 06/20/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you. Also using make-up room.	
Fri 06/21/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 07 Grade 08 Grade 09	Please make sure doors are unlocked and lights on for camper entry. Thank you. Using make-up room also.	
Fri 06/21/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you. Also using make-up room.	
Mon 06/24/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 07 Grade 08 Grade 09	Please make sure doors are unlocked and lights on for camper entry. Thank you. Using make-up room also.	
Tue 06/25/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 07 Grade 08 Grade 09	Please make sure doors are unlocked and lights on for camper entry. Thank you. Using make-up room also.	
Wed 06/26/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 07 Grade 08 Grade 09	Please make sure doors are unlocked and lights on for camper entry. Thank you. Using make-up room also.	
Thu 06/27/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 07 Grade 08 Grade 09	Please make sure doors are unlocked and lights on for camper entry. Thank you. Using make-up room also.	
Fri 06/28/2013	8:00 am	4:00 pm	IH Theatre Summer Camp	Grade 07 Grade 08 Grade 09	Please make sure doors are unlocked and lights on for camper entry. Thank you. Using make-up room also.	
Fri 06/28/2013	6:00 pm	7:15 pm	IH Theatre Summer Camp Performance	Grade 07 Grade 08 Grade 09	Please make sure doors are unlocked and lights on. Using make-up room also. Thank you.	
Mon 07/29/2013	9:00 am	4:30 pm	HS Pre-Band Camp 9-4:30	HS Band		
Tue 07/30/2013	9:00 am	4:30 pm	HS Pre-Band Camp 9-4:30	HS Band		
Wed 07/31/2013	9:00 am	4:30 pm	HS Pre-Band Camp 9-4:30	HS Band		
Thu 08/01/2013	9:00 am	4:30 pm	HS Pre-Band Camp 9-4:30	HS Band		
Mon 08/05/2013	9:00 am	6:00 pm	HS Band Camp 9:00am-6:00pm	HS Band		
Tue 08/06/2013	9:00 am	6:00 pm	HS Band Camp 9:00am-6:00pm	HS Band		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Thu 08/08/2013	9:00 am	6:00 pm	HS Band Camp 9:00am-6:00pm	HS Band		
Thu 08/08/2013	7:00 pm	9:00 pm	IH Athletics - HS Fall Team Meetings	HS Athletes IH Coaching Staff HS Athlete Parents		
Fri 08/09/2013	9:00 am	6:00 pm	HS Band Camp 9:00am-6:00pm	HS Band		
Wed 08/14/2013	10:00 am	1:00 pm	9th Grade Bridges Orientation Camp 10-1	Grade 09		Microphone & Sound Sys tm
Thu 08/15/2013	10:00 am	1:00 pm	9th Grade Bridges Orientation Camp 10-1	Grade 09		Microphone & Sound Sys tm
Thu 08/15/2013	7:00 pm	9:00 pm	IH Athletics - MS Fall Team Meetings	HS Athletes IH Coaching Staff MS Parents		
Fri 08/16/2013	10:00 am	1:30 pm	9th Grade Bridges Orientation Camp 10-1	Grade 09		Microphone & Sound Sys tm
Mon 08/19/2013	8:00 am	4:30 pm	HS Premieres Workshop	HS Premieres	Please have front doors to the HS unlocked and lights on for student entry by 6:30am. Need 4 double long tables in the auditorium lobby by 10 am for a noon lunch please and a couple large trash cans for luncheon. Will also need 40 folding chairs. You can use 2 tables in HS choir room--no longer needed for now. Thanks so much!	
Mon 08/26/2013	4:00 pm	4:30 pm	Indian Hill Stage Union Meeting			
Tue 08/27/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Auditions	HS Drama		
Wed 08/28/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Call Backs	HS Drama		
Thu 08/29/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Read Thru/Cast Meeting	HS Drama		
Tue 09/03/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Wed 09/04/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Thu 09/05/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Fri 09/06/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Mon 09/09/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Tue 09/10/2013	3:00 pm	4:00 pm	IHPAA Program-Acting IV-Studio Professional Prep Acting	HS Students		
Tue 09/10/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Wed 09/11/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Thu 09/12/2013	9:30 am	11:00 am	HS Social Media Presentation	HS Students	Will need computer (laptop) access, screen, projector, microphone.	HS Projector-LCD, Speakers, DVD Player Microphone & Sound Sys tm

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Thu 09/12/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Fri 09/13/2013	2:45 pm	3:45 pm	IHPAA Program-Advanced Study in Acting/Musical Theatre III	Grade 08		
Fri 09/13/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Sat 09/14/2013	9:00 am	10:00 am	IHPAA Program-Dance One-Intro to Dance	Grade 03 Grade 04 Grade 05		
Sat 09/14/2013	10:00 am	11:00 am	IHPAA Program-Dance Two-Intro to Dance	Grade 07 Grade 08 Grade 06		
Sat 09/14/2013	11:00 am	12:00 pm	IHPAA Program-Dance Three-Individual Advanced Dance	Grade 03 Grade 04 Grade 05 Grade 06 Grade 07 Grade 08		
Sat 09/14/2013	12:00 pm	1:00 pm	IHPAA Program-Stage Combat	Grade 10 Grade 11 Grade 12		
Sat 09/14/2013	1:00 pm	2:00 pm	IHPAA Program-Dance Studio-Advanced Dance	Grade 09 Grade 10 Grade 11 Grade 12		
Mon 09/16/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Tue 09/17/2013	3:00 pm	4:00 pm	IHPAA Program-Acting IV-Studio Professional Prep Acting	HS Students		
Tue 09/17/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Wed 09/18/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Thu 09/19/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Fri 09/20/2013	2:45 pm	3:45 pm	IHPAA Program-Advanced Study in Acting/Musical Theatre III	Grade 08		
Fri 09/20/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Sat 09/21/2013	9:00 am	10:00 am	IHPAA Program-Dance One-Intro to Dance	Grade 03 Grade 04 Grade 05		
Sat 09/21/2013	10:00 am	11:00 am	IHPAA Program-Dance Two-Intro to Dance	Grade 07 Grade 08 Grade 06		

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Sat 09/21/2013	11:00 am	12:00 pm	IHPAA Program-Dance Three-Individual Advanced Dance	Grade 03 Grade 04 Grade 05 Grade 06 Grade 07 Grade 08		
Sat 09/21/2013	12:00 pm	1:00 pm	IHPAA Program-Stage Combat	Grade 10 Grade 11 Grade 12		
Sat 09/21/2013	1:00 pm	2:00 pm	IHPAA Program-Dance Studio-Advanced Dance	Grade 09 Grade 10 Grade 11 Grade 12		
Mon 09/23/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Tue 09/24/2013	3:00 pm	4:00 pm	IHPAA Program-Acting IV-Studio Professional Prep Acting	HS Students		
Tue 09/24/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Wed 09/25/2013	7:45 am	9:00 am	MS ALICE Training		Specifics for stage to follow.	Microphone & Sound Systm HS Projector-LCD, Speakers, DVD Player
Wed 09/25/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Thu 09/26/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Fri 09/27/2013	8:30 am	11:30 am	HS Senior Special Persons' Day	Grade 12	Please make sure the podium and mic with stand are set up in the cafeteria. Dr. Miles & Dr. Shelton will speak.	
Fri 09/27/2013	2:45 pm	3:45 pm	IHPAA Program-Advanced Study in Acting/Musical Theatre III	Grade 08		
Fri 09/27/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Sat 09/28/2013	9:00 am	10:00 am	IHPAA Program-Dance One-Intro to Dance	Grade 03 Grade 04 Grade 05		
Sat 09/28/2013	10:00 am	11:00 am	IHPAA Program-Dance Two-Intro to Dance	Grade 07 Grade 08 Grade 06		

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Sat 09/28/2013	11:00 am	12:00 pm	IHPAA Program-Dance Three-Individual Advanced Dance	Grade 03 Grade 04 Grade 05 Grade 06 Grade 07 Grade 08		
Sat 09/28/2013	12:00 pm	1:00 pm	IHPAA Program-Stage Combat	Grade 10 Grade 11 Grade 12		
Sat 09/28/2013	1:00 pm	2:00 pm	IHPAA Program-Dance Studio-Advanced Dance	Grade 09 Grade 10 Grade 11 Grade 12		
Mon 09/30/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Tue 10/01/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Wed 10/02/2013	10:30 am	11:00 am	College Preparation - Freshmen	Grade 09 Guidance	Need the screen down and microphone for presentation please.	
Wed 10/02/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Thu 10/03/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Fri 10/04/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Mon 10/07/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Tue 10/08/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Wed 10/09/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Thu 10/10/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Fri 10/11/2013	8:30 am	12:45 pm	HS Photo Retakes	HS Students	HS - Commons Lobby & Auditorium Lobby - 9:00 a.m. - 12:00 p.m. (MS times designated 7:45 a.m. - 9:00 a.m.)	
Fri 10/11/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Sat 10/12/2013	9:00 am	10:00 am	IHPAA Program-Dance One-Intro to Dance	Grade 03 Grade 04 Grade 05		
Sat 10/12/2013	10:15 am	11:15 am	IHPAA Program-Dance Two-Intro to Dance	Grade 06 Grade 07 Grade 08		
Mon 10/14/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Tue 10/15/2013	3:00 pm	4:00 pm	IHPAA Program-Acting IV-Studio Professional Prep Acting	HS Students		
Tue 10/15/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Wed 10/16/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Wed 10/16/2013	6:00 pm	7:30 pm	HS Open House for Grade 8	Grade 08 Grade 08 Parents Guidance	Need all rooms open. HS Lobby and HS Auditorium Lobby set up with 2 long tables. Cafeteria screen down and long tables all along the perimeter. HS MP room set up with 80 chairs. Will also need a table in each neighborhood for each department to set out materials. Thank you.	
Thu 10/17/2013	10:15 am	11:15 am	HS Freshmen Class Meeting	Grade 09		
Thu 10/17/2013	3:00 pm	5:00 pm	IH Theatre Fall Play Rehearsal/SET	HS Drama		
Sat 10/19/2013	9:00 am	10:00 am	IHPAA Program-Dance One-Intro to Dance	Grade 03 Grade 04 Grade 05		
Sat 10/19/2013	10:15 am	11:15 am	IHPAA Program-Dance Two-Intro to Dance	Grade 06 Grade 07 Grade 08		
Mon 10/21/2013	3:00 pm	8:00 pm	IH Theatre Fall Play Final Dress Rehearsal	HS Drama		
Tue 10/22/2013	3:00 pm	4:00 pm	IHPAA Program-Acting IV-Studio Professional Prep Acting	HS Students		
Tue 10/22/2013	3:00 pm	8:00 pm	IH Theatre Fall Play Final Dress Rehearsal	HS Drama		
Wed 10/23/2013	10:00 am	11:30 am	Haiti Speaker		Speaker will need audio (a couple of mics) and the ability to show videos. Thank you.	Microphone & Sound System HS Projector-LCD, Speakers, DVD Player
Wed 10/23/2013	3:00 pm	8:00 pm	IH Theatre Fall Play Final Dress Rehearsal	HS Drama		
Thu 10/24/2013	7:30 pm	9:30 pm	HS FALL Play	Open to Public HS Drama	Please set up tables and chairs in the auditorium lobby to be used for ticket sales and for selling refreshments. Thank you.	
Fri 10/25/2013	7:30 pm	9:30 pm	HS FALL Play	Open to Public HS Drama	Please set up tables and chairs in the auditorium lobby to be used for ticket sales and selling refreshments. Thank you.	
Sat 10/26/2013	7:30 pm	9:30 pm	HS FALL Play	Open to Public HS Drama	Please set up tables and chairs in the auditorium lobby to be used for ticket sales and selling refreshments. Thank you.	
Sun 10/27/2013	10:00 am	2:00 pm	Set Strike HS Fall Play	HS Drama		
Mon 10/28/2013	10:00 am	2:00 pm	HS/MS Orchestra Practice	MS Orchestra HS Orchestra	Need 5 long tables 2 wastebaskets ice for concert please.	
Mon 10/28/2013	3:00 pm	6:00 pm	POW WOW Auditions	HS Drama HS Students		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Mon 10/28/2013	7:00 pm	9:30 pm	MS FALL Sports Awards	MS Students	Rt Balcony-Cheerleading-shut off balcony & turn off sound to balcony; need 1 table & 2 chairs. Lt. Balcony-Cross Country-shut off balcony & turn off sound to balcony; need 1 table & 2 chairs for awards. MP room in HS-Volleyball-1 table & 2 chairs for awards & 48 chairs for parents & athletes. Auditorium-Football-1 table & 14 chairs on stage for coaches & awards; shut off balcony & turn off sound to balcony; HS Choir Room - table and two chairs for awards and 50 chairs for parents & athletes. Need podium microphone & loud speaker system for Auditorium only--not balconies.	
Tue 10/29/2013	10:00 am	2:00 pm	HS/MS Orchestra Practice	MS Orchestra HS Orchestra	Need 5 long tables 2 wastebaskets ice for concert please.	
Tue 10/29/2013	3:00 pm	6:00 pm	POW WOW Auditions	HS Drama HS Students		
Wed 10/30/2013	3:00 pm	6:00 pm	POW WOW Auditions	HS Drama HS Students		
Wed 10/30/2013	7:00 pm	9:00 pm	HS/MS Fall Orchestra Concert	HS Orchestra MS Orchestra	Need 4 long tables, wastebaskets and ice in auditorium lobby for concert please.	
Thu 10/31/2013	3:00 pm	6:00 pm	POW WOW Auditions	HS Drama HS Students		
Fri 11/01/2013	3:00 pm	6:00 pm	POW WOW Auditions	HS Drama HS Students		
Mon 11/04/2013	7:00 pm	9:00 pm	HS NHS Inductions	HS Parents HS Students	Podium mic 85 folding chairs rt side of stage and 80 folding chairs on lt side of stage with center aisle. Need 6' table on stage and four 6' tables in auditorium lobby. Will need 2 double tables put together in middle of auditorium lobby by brick wall for drinks and food. Thank you.	Microphone & Sound System
Tue 11/05/2013	2:45 pm	5:00 pm	MS Fall Play Rehearsal	MS Drama MS Choir		
Wed 11/06/2013	11:00 am	12:00 pm	HS National Honor Society Luncheon	HS NHS Students	Tables will be delivered from Camargo Rental and will need to be set up. Will also need four 6' tables set up in the lobby.	
Wed 11/06/2013	2:45 pm	5:00 pm	MS Fall Play Rehearsal	MS Drama MS Choir		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Wed 11/06/2013	7:00 pm	8:30 pm	MS Vocal Concerts 7:00	MS Choir MS Choir Parents		
Thu 11/07/2013	10:30 am	12:00 pm	HS NHS MP Assembly and Luncheon	HS Students	Need podium microphone 85 folding chairs on the right side of the stage and 80 folding chairs on the left side of the stage separated by a center aisle. Also need 6' table on stage.	Microphone & Sound System
Thu 11/07/2013	2:45 pm	5:00 pm	MS Fall Play Rehearsal	MS Drama MS Choir		
Sat 11/09/2013	8:00 am	4:00 pm	MS Fall Play Rehearsal	MS Choir MS Drama	Need lights on and access please. By 9:30 AM setup for decorating please 2 - 8 ft tables pushed together to make one wide 8-ft table for serving food. Want 8 ft tables along benches with chairs on other side. Head count 95, so additional tables/chairs would be great.	
Mon 11/11/2013	4:00 pm	9:00 pm	MS Fall Play Rehearsal	MS Drama MS Choir		
Tue 11/12/2013	4:00 pm	9:00 pm	MS Fall Play Rehearsal	MS Drama MS Choir		
Wed 11/13/2013	4:00 pm	9:00 pm	MS Fall Play Rehearsal	MS Drama MS Choir		
Thu 11/14/2013	4:00 pm	9:00 pm	MS Fall Play Rehearsal	MS Choir MS Drama	Need lights on and access please. For meal need 3-8 ft tables for serving food. Also want 8 ft tables along benches with chairs on other side. Head count 116, so additional tables/chairs would be great.	
Fri 11/15/2013	3:00 pm	7:00 pm	MS Fall Play Rehearsal	MS Choir MS Drama		
Fri 11/15/2013	7:00 pm	9:30 pm	MS FALL Play	MS Students MS Parents MS Staff	Please leave lights on and access to rooms as set-up in dress rehearsals. For Aud. lobby need 5 double tables for concessions tickets & flower sales; will setup in AM and evening so need contact person please; large coolers with ice around 5:00 pm please.	
Sat 11/16/2013	3:00 pm	7:00 pm	MS Fall Play Rehearsal	MS Choir MS Drama		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Sat 11/16/2013	7:00 pm	9:30 pm	MS FALL Play	MS Students MS Parents MS Staff	Please leave lights on and access to rooms as set-up in dress rehearsals. For Aud. lobby need 5 double tables for concessions tickets & flower sales; will setup in AM and evening so need contact person please; large coolers with ice around 5:00 pm please.	
Tue 11/19/2013	7:00 pm	9:30 pm	HS Indoor Marching Band Concert 7:30-9:30pm	HS Band HS Parents		
Wed 11/20/2013	7:00 pm	9:00 pm	HS Speaker	HS Students Open to Public	In the lobby, need 10 tables and 15 chairs. There will be a bake sale so will need trash cans.	
Tue 12/03/2013	7:30 pm	9:30 pm	HS Winter Band Concert	HS Band	Need one double-table set up for refreshments in the auditorium lobby. Thank you.	
Sat 12/07/2013	10:30 am	11:30 am	HS POW WOW Dance Class	HS Drama	Lisa Harris will take care of set up. Kyle does not need to come in. Thanks!	
Tue 12/10/2013	7:00 pm	8:30 pm	MS Winter Band Concert	MS Band		
Wed 12/11/2013	7:00 pm	9:30 pm	HS & MS Winter Orchestra Concert	HS Orchestra HS Orchestra Parents	Need platform risers onstage: 4 each of 4 different sizes total 16. In lobby need 2 large trash cans and extra bags; 4 long tables and ice. Thank you.	
Thu 12/12/2013	1:00 pm	2:30 pm	HS Talent Show	HS Students	Need access to the lighting booth and sound equipment throughout the day. Need two mics with stands on stage and wireless mics for performers.	
Sat 12/14/2013	9:00 am	10:00 am	HS POW WOW Dance Class	HS Drama	Lisa Harris will take care of set up. Kyle does not need to come in. Thanks!	
Tue 12/17/2013	7:00 pm	9:00 pm	ES Choral Concert at HS	ES Choir		
Wed 12/18/2013	7:00 pm	8:30 pm	PS Primary Players Holiday Happening at HS	Grade 02 PS Primary Players	Will need 5 sets of choral risers shell 4 stand mics. Thank you.	
Thu 12/19/2013	7:00 pm	8:30 pm	MS Winter Band Concert	MS Band		
Fri 12/20/2013	1:00 pm	2:30 pm	MS Holiday Assembly	MS Students		
Sat 12/21/2013	10:30 am	11:30 am	HS POW WOW Dance Class	HS Drama	Lisa Harris will take care of set up. Kyle does not need to come in. Thanks!	
Mon 01/06/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Tue 01/07/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Tue 01/07/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Wed 01/08/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Wed 01/08/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Thu 01/09/2014	4:00 pm	6:00 pm	Grades K-5 Spotlight Large Group Rehearsal at HS	DT PTO ES PTO ES Students PS PTO PS Students	Please have doors unlocked and lights on including doors to lobby. Need a piano on stage please.	
Thu 01/09/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Fri 01/10/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Fri 01/10/2014	6:00 pm	10:00 pm	Grades K-5 Spotlight Dress Rehearsal at HS	DT PTO ES PTO ES Students PS PTO PS Students	Need 3 double tables for lobby and any drink coolers available tonight and Sunday. Please have auditorium lobby, costume closet, orchestra room unlocked. Need ice for 4 drink coolers. Please bring 2 large rolls of paper towels (OK per Ken). Keep 4 double tables and lots of trash cans on site. Keep 4 mats from HS gym PE area.	
Sat 01/11/2014	8:00 am	3:00 pm	MS Power of the Pen Tournament	MS Parents MS Students	Need table & chairs for registration in HS auditorium lobby; in auditorium need podium, microphone/sound; students will be viewing a movie before awards ceremony; for awards need 2 tables & 6-8 chairs on stage. In MS Media Ctr need podium; hospitality room (Rm 200?) with food/drinks for judges; need MS cafeteria setup for student lunch; MS MP Rm set up for judges lunch. tables/chairs for contestants and judges to be specified.	
Sat 01/11/2014	9:00 am	5:00 pm	HS POW WOW Set Construction	HS Drama		
Sun 01/12/2014	2:00 pm	5:00 pm	Grades K-5 PTO Spotlight Variety Show at HS	ES Students PS Students PS PTO ES PTO DT PTO	Please have auditorium lobby costume closet orchestra room and ticket office doors unlocked and lights on by 11:00 a.m. Will need ice at noon for 6-8 large coolers for drinks. Please bring 2 large rolls of paper towels (OK per Ken). Keep 4 double tables and lots of trash cans on site. Keep 4 mats from HS gym PE area.	
Mon 01/13/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Tue 01/14/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Tue 01/14/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Wed 01/15/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Wed 01/15/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Thu 01/16/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Thu 01/16/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Sat 01/18/2014	9:00 am	3:00 pm	HS POW WOW Dance Rehearsal	HS Drama	Please have doors to auditorium unlocked and lights on for student entry. Thank you.	
Sat 01/18/2014	9:00 am	5:00 pm	HS POW WOW Set Construction	HS Drama		
Mon 01/20/2014	9:00 am	11:00 pm	HS POW WOW Set Load-in	HS Drama	Will need doors unlocked/lights on for set load-in.	
Tue 01/21/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Tue 01/21/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Wed 01/22/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Wed 01/22/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Thu 01/23/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Thu 01/23/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Fri 01/24/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Sat 01/25/2014	9:00 am	6:00 pm	HS POW WOW Set Construction	HS Drama		
Mon 01/27/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Tue 01/28/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Tue 01/28/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Wed 01/29/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Wed 01/29/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Thu 01/30/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Thu 01/30/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Fri 01/31/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Fri 01/31/2014	6:00 pm	11:00 pm	Indian Hill Hall of Fame Induction Ceremony	Boosters DT Parents		
Sat 02/01/2014	9:00 am	3:00 pm	HS POW WOW Dance Rehearsal	HS Drama	Please have doors to auditorium unlocked and lights on for student entry. Thank you.	
Sat 02/01/2014	9:00 am	5:00 pm	HS POW WOW Set Construction	HS Drama		
Mon 02/03/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Tue 02/04/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Tue 02/04/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Wed 02/05/2014	8:00 am	2:30 pm	HS Student/Faculty Blood Drive 8:00am-2:30pm	HS Faculty HS Students	Set up 6 tables and 20 chairs in the HS MP Room. Thank you.	
Wed 02/05/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Wed 02/05/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Thu 02/06/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Thu 02/06/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Fri 02/07/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Sat 02/08/2014	9:00 am	6:00 pm	HS POW WOW Set Construction	HS Drama		
Mon 02/10/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Tue 02/11/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Tue 02/11/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Wed 02/12/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Wed 02/12/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Thu 02/13/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Thu 02/13/2014	6:00 pm	10:00 pm	HS POW WOW Set Construction	HS Drama		
Fri 02/14/2014	3:00 pm	6:00 pm	HS POW WOW Rehearsal	HS Drama		
Sat 02/15/2014	9:00 am	5:00 pm	HS POW WOW Set Construction	HS Drama		
Sat 02/15/2014	9:00 am	6:00 pm	HS POW WOW Dry Tech	HS Drama		
Sat 02/15/2014	11:00 am	1:00 pm	HS POW WOW Meal	HS Drama	Please have six tables with 60 chairs set up by 11:00am for student eating. Will also need two tables for serving and two trash cans. Please empty trash cans after meal. Thank you.	
Sat 02/15/2014	12:00 pm	4:00 pm	HS POW WOW Rehearsal	HS Drama		
Sat 02/15/2014	12:30 pm	1:30 pm	HS PowWow Lobby Preparations	HS Parents	Need pipe and drape and a tall ladder for decorating committee to set up lobby please.	
Mon 02/17/2014	12:00 pm	6:00 pm	HS POW WOW Tech/Dress/Set	HS Drama		
Mon 02/17/2014	2:30 pm	3:30 pm	HS POW WOW Meal	HS Drama	Please have six tables and 60 chairs set up by 2:30pm for student eating. Will also need two tables for serving and two trash cans. Please empty trash cans after meal. Thank you.	
Tue 02/18/2014	2:30 pm	3:30 pm	HS POW WOW Meal	HS Drama	Please have six tables and 60 chairs set up by 2:30pm for student eating. Will also need two tables for serving and two trash cans. Please empty trash cans after meal. Thank you.	
Tue 02/18/2014	3:00 pm	11:00 pm	HS POW WOW Final Dress/Performances	HS Drama	Lobby: 1 dble table-box office; 2 dble tables center-concessions; 1 dble table across from concession-flowes & bracelets;2 dble tables left side of lobby-congrats notes; 1 dble table near display case-concessions. Need 4 chairs for ticket table; 8 padded chairs in auditorium for handicap seating-4 on each side of sound booth.	

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Wed 02/19/2014	2:30 pm	3:30 pm	HS POW WOW Meal	HS Drama	Please have six tables and 60 chairs set up by 2:30pm for student eating. Will also need two tables for serving and two trash cans. Please empty trash cans after meal. Thank you.	
Wed 02/19/2014	3:00 pm	11:00 pm	HS POW WOW Final Dress/Performances	HS Drama	Special request to move desk from Foundation Office between 1:30-2:30 over to Aud. Lobby. Keep lobby setup: 1 dble table-box office; 2 dble tables center-concessions; 1 dble table across from concession-flowes & bracelets;2 dble tables left side of lobby-congrats notes; 1 dble table near display case-concessions. Need 4 chairs for ticket table; 8 padded chairs in auditorium for handicap seating-4 on each side of sound booth.	
Thu 02/20/2014	3:00 pm	7:30 pm	HS POW WOW Final Dress/Performances	HS Drama	Keep lobby setup: 1 dble table-box office; 2 dble tables center-concessions; 1 dble table across from concession-flowes & bracelets;2 dble tables left side of lobby-congrats notes; 1 dble table near display case-concessions. Need 4 chairs for ticket table; 12 padded chairs in auditorium for handicap seating-6 on each side of sound booth.	
Thu 02/20/2014	7:30 pm	9:30 pm	HS Pow Wow	Open to Public	Lobby: 1 dble table-box office; 2 dble tables center-concessions; 1 dble table across from concession-flowes & bracelets;2 dble tables left side of lobby-congrats notes; 1 dble table near display case-concessions. Need 4 chairs for ticket table; 12 padded chairs in auditorium for handicap seating-6 on each side of sound booth; Extra trash cans please. Door stops to prop open for crowd entry; coolers-ice for each show; unlock ticket booth 1 1/2 hrs before each show.	

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Fri 02/21/2014	7:30 pm	9:30 pm	HS Pow Wow	Open to Public	Lobby: 1 dble table-box office; 2 dble tables center-concessions; 1 dble table across from concession-flowes & bracelets;2 dble tables left side of lobby-congrats notes; 1 dble table near display case-concessions. Need 4 chairs for ticket table; 8 padded chairs in auditorium for handicap seating-4 on each side of sound booth; Extra trash cans please. Door stops to prop open for crowd entry; coolers-ice for each show; unlock ticket booth 1 1/2 hrs before each show.	
Sat 02/22/2014	2:00 pm	4:00 pm	HS Pow Wow Matinee	Open to Public	Need 5 double tables and 2 other long tables: 2 dble in center lobby in front of steps for concessions; 2 dble at far left wall under trophy case ; 1 dble along left side concrete wall. Need 1 long table (not dble) in front of box office; also 1 long table (not dble) in front of bench across from middle concession table. Need 4 large open trash cans with liners: 2 near center concession; 2 near left concession single table. Lined containers for recycling water bottles if available; 10 folding chairs; 2 Booster coolers with ice.	
Sat 02/22/2014	7:30 pm	9:30 pm	HS Pow Wow	Open to Public	Lobby: 1 dble table-box office; 2 dble tables center-concessions; 1 dble table across from concession-flowes & bracelets;2 dble tables left side of lobby-congrats notes; 1 dble table near display case-concessions. Need 4 chairs for ticket table; 8 padded chairs in auditorium for handicap seating-4 on each side of sound booth; Extra trash cans please. Door stops to prop open for crowd entry; coolers-ice for each show; unlock ticket booth 1 1/2 hrs before each show.	
Sun 02/23/2014	9:00 am	5:00 pm	HS POW WOW Set Strike	HS Drama		
Wed 02/26/2014	10:30 am	11:00 am	HS Trained Student Leader Meeting	HS Students		
Fri 02/28/2014	2:45 pm	4:30 pm	IHMS Wizard of Oz Rehearsal	MS Drama		
Sat 03/01/2014	10:00 am	1:00 pm	MS Musical Set Construction	MS Drama		
Sun 03/02/2014	11:00 am	2:00 pm	MS Musical Set Construction	MS Drama		
Mon 03/03/2014	6:00 pm	8:00 pm	MS Musical Set Construction	MS Drama		
Tue 03/04/2014	2:45 pm	4:30 pm	IHMS Wizard of Oz Rehearsal	MS Drama		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Tue 03/04/2014	6:00 pm	8:00 pm	MS Musical Set Construction	MS Drama		
Tue 03/04/2014	7:30 pm	9:00 pm	OMEA Contest Concert	HS Students MS Students MS Band HS Band		
Wed 03/05/2014	2:45 pm	4:30 pm	IHMS Wizard of Oz Rehearsal	MS Drama		
Wed 03/05/2014	6:00 pm	8:00 pm	MS Musical Set Construction	MS Drama		
Thu 03/06/2014	2:45 pm	4:30 pm	IHMS Wizard of Oz Rehearsal	MS Drama		
Thu 03/06/2014	6:00 pm	8:00 pm	MS Musical Set Construction	MS Drama		
Fri 03/07/2014	7:00 am	1:30 pm	HS Latin Club	HS Latin Students		
Fri 03/07/2014	2:45 pm	4:30 pm	IHMS Wizard of Oz Rehearsal	MS Drama		
Fri 03/07/2014	6:00 pm	8:00 pm	MS Musical Set Construction	MS Drama		
Sat 03/08/2014	9:00 am	3:00 pm	IHMS Wizard of Oz Rehearsal	MS Drama		
Sat 03/08/2014	9:00 am	2:00 pm	MS Spring Musical Tech Rehearsal	MS Students		
Sat 03/08/2014	11:00 am	2:00 pm	MS Oz Musical Cast & Crew Meal	MS Drama	Need 2 tables for serving please--between doors to outside & doors to theater; need seating for 116 people--can be along wall with benches outside Athletic office.	
Sat 03/08/2014	3:00 pm	6:00 pm	MS Musical Set Construction	MS Drama		
Sun 03/09/2014	11:00 am	2:00 pm	MS Musical Set Construction	MS Drama		
Mon 03/10/2014	7:00 pm	8:15 pm	MS Musical Rehearsal & Set Construction	MS Drama		
Tue 03/11/2014	5:30 pm	8:15 pm	MS Musical Rehearsal & Set Construction	MS Drama		
Wed 03/12/2014	7:30 am	2:30 pm	HS Junior Class Team Building Field Trip	Grade 11	Will use the auditorium for meeting before leaving for field trip. Will be in the auditorium from 7:30-8:15am. Thanks.	
Wed 03/12/2014	4:00 pm	6:30 pm	MS Oz Musical Cast & Crew Meal	MS Drama	Need 2 tables for serving please--between doors to outside & doors to theater; need seating for 116 people--can be along wall with benches outside Athletic office.	
Wed 03/12/2014	5:00 pm	8:15 pm	MS Musical Rehearsal & Set Construction	MS Drama	Need 2 tables for dress rehearsals and performances: 1 between orchestra & band room; 1 by elevator opposite orchestra room (makeup committee).	
Thu 03/13/2014	4:00 pm	6:30 pm	MS Oz Musical Cast & Crew Meal	MS Drama	Need 2 tables for serving please--between doors to outside & doors to theater; need seating for 116 people--can be along wall with benches outside Athletic office.	

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Thu 03/13/2014	5:00 pm	8:15 pm	MS Musical Rehearsal & Set Construction	MS Drama	Need 2 tables for dress rehearsals and performances: 1 between orchestra & band room; 1 by elevator opposite orchestra room (makeup committee).	
Fri 03/14/2014	5:00 pm	7:00 pm	MS Musical Rehearsal & Set Construction	MS Drama		
Fri 03/14/2014	7:00 pm	9:30 pm	MS Spring Musical	MS Students	Need 6 tables in Auditorium Lobby: 3 for concessions, 2 for ticket sales; 1 at far end (MS side)need 8 chairs (4 on each side) between balcony level and main level for handicapped seating. Need 2 tables for dress rehearsals and performances: 1 between orchestra & band room; 1 by elevator opposite orchestra room for makeup committee please.	
Sat 03/15/2014	5:00 pm	9:00 pm	IHMS Wizard of Oz Rehearsal	MS Drama		
Sat 03/15/2014	5:00 pm	7:00 pm	MS Musical Rehearsal & Set Construction	MS Drama		
Sat 03/15/2014	7:00 pm	9:30 pm	MS Spring Musical	MS Students	Need 6 tables in Auditorium Lobby: 3 for concessions, 2 for ticket sales, 1 at far end (MS side); need 8 chairs (4 on each side) between balcony level and main level for handicapped seating. Need 2 tables for dress rehearsals and performances: 1 between orchestra & band room; 1 by elevator opposite orchestra room (makeup committee).	
Sun 03/16/2014	TBD	TBD	MS Play Set Strike	MS Drama		
Tue 03/18/2014	7:30 pm	9:00 pm	HS Choir/Concert Band Concert	HS Band HS Choir	Please have lights on and doors unlocked for preparation and performances.	
Wed 03/19/2014	3:00 pm	6:00 pm	HS IH Theatre Spring Musical Rehearsal	HS Drama		
Thu 03/20/2014	3:00 pm	6:00 pm	HS IH Theatre Spring Musical Rehearsal	HS Drama		
Fri 03/21/2014	3:00 pm	6:00 pm	HS IH Theatre Spring Musical Rehearsal	HS Drama		
Mon 04/07/2014	3:00 pm	6:00 pm	HS IH Theatre Spring Musical Rehearsal	HS Drama		
Tue 04/08/2014	3:00 pm	6:00 pm	HS IH Theatre Spring Musical Rehearsal	HS Drama		
Wed 04/09/2014	3:00 pm	6:00 pm	HS IH Theatre Spring Musical Rehearsal	HS Drama		
Thu 04/10/2014	3:00 pm	6:00 pm	HS IH Theatre Spring Musical Rehearsal	HS Drama		
Fri 04/11/2014	3:00 pm	6:00 pm	HS IH Theatre Spring Musical Rehearsal	HS Drama		
Mon 04/14/2014	4:00 pm	9:00 pm	John Morris Russell rehearsal band & orchestra	HS Band HS Orchestra		
Tue 04/15/2014	6:00 pm	9:00 pm	John Morris Russell concert with band & orchestra	HS Band HS Orchestra		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Wed 04/16/2014	8:00 am	2:30 pm	HS Student/Faculty Blood Drive 8:00am-2:30pm	HS Faculty HS Students	Set up 6 tables and 20 chairs in the auditorium lobby. Thank you.	
Wed 04/16/2014	3:00 pm	6:00 pm	HS IH Theatre Spring Musical Rehearsal	HS Drama		
Thu 04/17/2014	1:00 pm	2:30 pm	HS Student Government Speeches/Elections	HS Students		
Thu 04/17/2014	3:00 pm	6:00 pm	HS IH Theatre Spring Musical Rehearsal	HS Drama		
Fri 04/18/2014	3:00 pm	6:00 pm	HS IH Theatre Spring Musical Rehearsal	HS Drama		
Sat 04/19/2014	9:00 am	6:00 pm	HS IH Theatre Spring Musical Tech/Dress	HS Drama		
Mon 04/21/2014	3:00 pm	10:00 pm	HS IH Theatre Spring Musical Final Dress	HS Drama		
Tue 04/22/2014	3:00 pm	10:00 pm	HS IH Theatre Spring Musical Final Dress	HS Drama		
Wed 04/23/2014	12:30 pm	2:00 pm	Retirees' Luncheon	Administration Retirees	Please set up: rented round tables with 8 nice chairs per table; one long table & a small wastecan near doors closest to Commons for nametags; Food holding area will be end of lobby near Athl. office; need 2-12 ft. tables: 1 for drinks & 1 for food (needs elect. receptacles); trash cans. Need 5 sections of carpeted risers and piano from C5 Commons practice Rm. put at end of lobby nearest MS; Need podium, mic & spkrs near piano; Kyle H. will provide & check sound equipment. Thank you	
Wed 04/23/2014	3:00 pm	10:00 pm	HS IH Theatre Spring Musical Final Dress	HS Drama		
Thu 04/24/2014	7:30 pm	9:30 pm	HS Spring Play	Open to Public	Please provide ice for coolers for concessions.	
Fri 04/25/2014	7:30 pm	9:30 pm	HS Spring Play	Open to Public	Need ice for coolers for concessions	
Sat 04/26/2014	7:30 pm	9:30 pm	HS Spring Play	Open to Public	Need ice for coolers for concessions	
Sun 04/27/2014	9:00 am	3:00 pm	HS IH Theatre Spring Musical Strike Set	HS Drama		
Tue 04/29/2014	7:30 pm	9:30 pm	HS Spring Band Concert	HS Band		
Wed 04/30/2014	10:30 am	11:00 am	HS Senior Signing Day	Grade 12 Guidance	Need 7 double tables around the perimeter of the auditorium lobby for seniors to sign and shake counselor's hand.	
Wed 04/30/2014	7:00 pm	9:00 pm	HS Spring Choral Concert Dress Rehearsal	HS Choir		
Thu 05/01/2014	7:30 pm	9:30 pm	HS Spring Choral Concert	HS Choir	Tri State Productions will need a double-long table set up in the auditorium lobby by 4:30. Please have the auditorium lobby unlocked/open by 4:30 and the commons lobby unlocked/open by 5:00. Thank you.	
Sat 05/03/2014	10:00 am	12:00 pm	IHPA Academy Recital	CAPA	Need 1 table in lobby for concessions please.	
Mon 05/05/2014	4:00 pm	6:00 pm	ES Spring Choral Concert Dress Rehearsal at HS	ES Choir ES Parents		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Tue 05/06/2014	6:30 pm	8:30 pm	ES Spring Choral Concert at HS	ES Choir ES Parents		
Wed 05/07/2014	7:00 pm	8:30 pm	MS Spring Orchestra Concert	MS Orchestra	Need 3 tables in lobby, cooler with ice, and 3 extra trash cans please.	
Thu 05/08/2014	7:00 pm	8:30 pm	ES Band Concert at HS	ES Choir ES Parents		
Mon 05/12/2014	7:00 pm	8:30 pm	MS Band Concert	MS Band		
Wed 05/14/2014	7:00 pm	8:30 pm	ES Orchestra Concert at HS	ES Choir ES Parents		
Fri 05/16/2014	12:00 pm	2:30 pm	HS Music Fest	HS Students	Need RRs & concession stand open, ready to use; 3 tables next to concession for Aramark. 4 tables out on/near track (spread apart a bit); 4 chairs per table; extension cord needed to reach these tables. Table and 4 chairs near long jump start for dunk booth workers; hose reaching field to fill tank (by 8 am please). Large lined garbage cans as many locations as possible. Sound booth open and wireless mic available.	
Mon 05/19/2014	7:45 am	2:30 pm	MS Vocal Rehearsals in Auditorium	MS Choir		Microphone & Sound System
Mon 05/19/2014	7:30 pm	9:00 pm	Orchestra Concert	HS Orchestra HS Orchestra Parents	Need a table in aud. lobby for reception; ice for cooler, and extra trash cans please.	
Tue 05/20/2014	7:45 am	2:30 pm	MS Vocal Rehearsals in Auditorium	MS Choir		Microphone & Sound System
Wed 05/21/2014	7:45 am	2:30 pm	MS Vocal Rehearsals in Auditorium	MS Choir		Microphone & Sound System
Thu 05/22/2014	7:45 am	2:30 pm	MS Vocal Rehearsals in Auditorium	MS Choir		Microphone & Sound System
Thu 05/22/2014	7:00 pm	8:30 pm	MS Spring Vocal Concert	MS Students		
Tue 05/27/2014	6:30 pm	9:30 pm	Track Awards Night			
Wed 05/28/2014	9:00 am	11:00 am	Setup for HS Underclass Awards Program		Will need second podium on other side of the stage. Will also need 2 double tables, one angled on each side of the stage on either side of the screen and slightly behind the podium. Will also need 2 chairs by each table. Thank you.	

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Thu 05/29/2014	7:30 am	9:30 am	HS Underclass Awards Program	HS Parents HS Students	Will need second podium on other side of the stage. Will also need 2 double tables, one angled on each side of the stage on either side of the screen and slightly behind the podium. Will also need 2 chairs by each table. Thank you.	
Sat 05/31/2014	8:00 am	1:00 pm	Senior Athletic Awards Set-Up	Boosters	Please make sure one of the auditorium doors is open for entry.	
Sun 06/01/2014	6:00 pm	8:30 pm	HS Student Athletic Awards Program	HS Students HS Parents Boosters		
Mon 06/02/2014	1:40 pm	2:40 pm	MS Graduation Speech Rehearsal	Grade 08	Need sound for speech rehearsals please	
Tue 06/03/2014	TBD	TBD	MS 8th Grade Graduation Setup	Grade 08	Need podium, microphone, piano, guest chairs; 2 round tables (for fitted tablecloths) from MS cafeteria for T-shirts & Diplomas; 180 chairs in 2 sections with aisle; 9 rows, 9+9 per row; about 10 chairs for BOE & administrators.	
Tue 06/03/2014	9:00 am	11:00 am	MS Assembly - Guest Speaker	MS Students		Microphone & Sound Sysm HS Projector-LCD, Speakers, DVD Player
Wed 06/04/2014	7:30 am	2:30 pm	MS 8th Grade Graduation Practice	Grade 08	Need lights & air on; setup by 7:00 am please; on stage need podium, microphone, piano, guest chairs; 2 round tables (for fitted tablecloths) from MS cafeteria for T-shirts & Diplomas; 180 chairs in 2 sections with aisle; 9 rows, 9+9 per row; about 10 chairs for BOE & administrators. In gym need utility fans as students wait through processional.	
Thu 06/05/2014	10:30 am	11:30 am	Grade 8 Graduation	Grade 08	In auditorium need lights & air on; podium, microphone, piano, guest chairs; 2 round tables (for fitted tablecloths) from MS cafeteria for T-shirts & Diplomas; 180 chairs in 2 sections with aisle; 9 rows, 9+9 per row; about 10 chairs for BOE & administrators. In gym need a long rectangular table at the base of lef staircase (closest to Drake Rd); multiple fans set up on the floor (last year as we waited for the processional, it was dreadfull hot).	
Thu 06/05/2014	7:30 pm	9:30 pm	HS Baccalaureate	Grade 12		

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Fri 06/06/2014	7:30 am	9:30 am	Breakfast for Faculty	ES Faculty HS Faculty MS Faculty PS Faculty	Need tables with podium by window wall of cafeteria. 2 tabletops to the left (as you stand at the podium) set for 6 seats; 3 tabletops to the right of the podium for gifts. Have sound system set up for presenting awards; please make sure batteries are good with spares available. Have two serving lines for food in "L" shape to left and right of entrance, and tables for beverage service.	
Fri 06/06/2014	10:00 am	12:00 pm	HS Commencement Practice	Grade 12		
Fri 06/06/2014	8:00 pm	9:30 pm	HS Commencement	Grade 12		
Mon 06/09/2014	8:45 am	5:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked, lights and air on. Need Rm 254 open also please.	
Tue 06/10/2014	8:45 am	5:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked, lights and air on. Need Rm 254 open also please.	
Wed 06/11/2014	8:45 am	5:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked, lights and air on. Need Rm 254 open also please.	
Thu 06/12/2014	8:45 am	5:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked, lights and air on. Need Rm 254 open also please.	
Fri 06/13/2014	8:45 am	5:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked, lights and air on. Need Rm 254 open also please.	
Mon 06/16/2014	8:45 am	5:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you.	
Tue 06/17/2014	8:45 am	5:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you.	

Date	Start	End	Event Name	Group	Setup Instructions	Equipment
Wed 06/18/2014	8:45 am	5:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you.	
Thu 06/19/2014	8:45 am	5:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you.	
Fri 06/20/2014	8:45 am	5:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you.	
Fri 06/20/2014	6:00 pm	9:00 pm	IH Theatre Summer Camp Performance	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked, lights and air on for performance. Need Rm 254 open please. Need 2 long tables for lobby for reception. Thanks!	
Sat 06/21/2014	9:00 am	3:00 pm	IH Theatre Summer Camp	Grade 03 Grade 04 Grade 05 Grade 06	Please make sure doors are unlocked and lights on for camper entry. Thank you.	
Thu 07/24/2014	9:00 am	4:30 pm	HS Pre-Band Camp 9-4:30	HS Band		
Mon 07/28/2014	9:00 am	4:30 pm	HS Band Camp 9:00am-4:30pm	HS Band		
Tue 07/29/2014	9:00 am	4:30 pm	HS Band Camp 9:00am-4:30pm	HS Band		
Thu 07/31/2014	8:00 am	5:00 pm	HS Band Camp 8:00am-6:00pm	HS Band		
Fri 08/01/2014	8:00 am	5:00 pm	HS Band Camp 8:00am-6:00pm	HS Band		