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**\*YOUR CITY NAME\* LUMINARIA**

**DAY-OF OPERATIONS for**

**INSERT DATE HERE (RAIN DATE, if applicable)**

**VENUE NAME & CONTACT INFO:**

**MUSICIAN NAME(S) & CONTACT INFO:** Note if N/A

**FOOD TRUCK NAME(S) & CONTACT INFO:** Note if N/A

**PHOTOGRAPHER NAME(S) & CONTACT INFO:**

**DRONE OPERATOR NAME(S) & CONTACT INFO:**

**VIDEOGRAPHER NAME(S) & CONTACT INFO:**

**BEST DAY OF COMMITTEE CONTACT PERSON(S):** List name and cell

**VOLUNTEER NAMES, CONTACT INFO, SHIFT INFO:** Identify day-of volunteers, their roles, and times they will volunteer

**SET-UP TIME:**

**SUNSET TIME:**

**TAKE-DOWN TIME:**

**ITEMS TO BRING TO DISPLAY:** List items needed for your display

\*EXAMPLES\*:

* **Sand/ pebbles**
* **Scoops for sand/ pebbles**
* **Luminary bags**
* **Candles**
* **Boxes/ tubs to help distribute luminary bags**
* **Measuring tape**
* **Table(s)/ Chair(s)**
* **Signage from HQ**
* **Packing tape/ string to hang signage**
* **Tablecloth and Empower Runner**
* **Scissors**
* **First Aid Kit**
* **Paper towels**
* **Garbage bags**
* **Headlamps for clean-up**
* **Volunteer information/ identification**

**SAFETY:** List local police/ venue contact in case of emergency

**RUN OF SHOW EXAMPLE!**

4pm:

* Table set-up for volunteer check-in, welcome table and bag filling station
* First shift of volunteers begin to arrive
  + Earliest volunteers can help with table set up
  + Filling bags
  + Distributing bags

4-6pm:

* Bag filling/ distributing
* Signage placement
* Photography/ videography begins
* Food trucks (if applicable) arrive and set up
* Musicians (if applicable) arrive and set up
* Food/ water for volunteers delivered

7pm:

* Next shift of volunteers arrive and first shift leaves

7:52pm:

* Sunset
* Drone photography begins

9pm:

* Clean-up can begin as soon as drone/ photographer are finished taking night time photos
* Food trucks, musicians leave (if not sooner)
* Recycle paper bags and candles, if possible
* Dispose of sand/ pebbles
* Signage: please set aside any branded signage (posters, banners, wayfinding, etc.) to save for next year!
* Remove trash and any trace of the event

10pm:

* Last volunteers leave