

ALL-STATE LOCAL ARRANGEMENTS CHRONOLOGY

Job Description: To assist in any manner the All-State producer and production with any logistical matter in dealing with having 75-100 people for a week at the sight of the performance/Festival. This includes food, housing and transportation arrangements as well as any unforeseen situations that may occur for the cast, crew, and production staff.

The local arrangement person is to assist the producer of the All-State Show, **not** to make decisions for them. Any arrangements made **MUST** have the approval of the All-State producer.

FEBRUARY:

- Make arrangements for housing and transportation (face to face meeting at housing site).
- Make initial contact with catering.
- Forward menus and contracts to producer.

APRIL:

- Sign tentative contract for housing, catering, and transportation.

AUGUST:

- Finalize All-State menus pending casting decisions and unforeseen dietary needs of cast, crew, and staff.

NOVEMBER:

- Check with producer to make sure the catering menus are correct (make any changes necessary).
- Get times for meals to be served.
- Get transportation times to hotel.

DECEMBER:

- Check with producer to double check menus and times.
- If any additional set-up is needed, make arrangements for manpower.
- Arrange for dumpster for strike

JANUARY:

- Be available to run any errands, pick up food, water or any other items needed.
- Be available to offer knowledge of local vendors for items needed by technical staff.

Updated July 2010