

## Lights of the Northwoods

### 2019 Event Work Schedule/Personnel Needs Summary

This is a work in progress designed to help coordinate activities between the Infrastructure Committee, and the M/E and MPS Committees. We are still considering whether to begin work prior to Nov 2 and whether to organize work on Nov 16 into 2-4 hour shifts, if that fits better with expected work force.

#### **Light and Display Preparation at Quality Collision – 2 work bees. Note – electrician sets up electrical relay stations between Nov 1 – Nov 16**

Couple qualifying notes – We may decide to begin work prior to Nov 2 if weather gets cold earlier than usual and we may consider organizing zone work on Nov 16 into 2-4 hour shifts if that fits in better with expected work force.

**Nov 2** – 6-8 people to organize lights by Zone

**Nov 9-15** – 6-8 people to complete organization of lights by zone, 3-5 people to layout cords at park, and 2 people to layout tree numbers for installation work on Nov 16

#### **Installation of Lights**

**Nov 16** – Need minimum of 35 people (will depend on # of bucket trucks). Note – We may wish to consider scheduling early and late shifts w/bucket truck work in early shifts.

1. Bucket Trucks Install Overhead Lights – Need 3-5 supporting crews of 3 people each.

- Crew 1 – crew leader + 2 people
- Crew 2 – crew leader + 2 people
- Crew 3 – crew leader + 2 people
- Crew 4 – crew leader + 2 people

2. Begin installation of regular lights by Zone and laying out of cords

- Zone 1 – crew leader + 3-5 people
- Zone 2 – crew leader + 3-5 people
- Zone 3 – crew leader + 3-5 people
- Zone 4 – crew leader + 3-5 people
- Pavilion/bathhouse/other structures light set-up crew – 2-3 people

3. Begin decorating/preparing Warming Shelter and organize lights for work crews. Need **headquarters crew + 3-5 workers** to sort lights, prepare food, and fill in for workers on break.

## **Installation of Displays**

**Dec 1-6** – Preparations for setting up Ground Displays - Infrastructure Committee Crew. This includes loading displays in trailer on Dec 6 and installing stakes on site from Dec 1-6.

**Dec 7** – Complete remaining work from Nov 16 schedule and set up of Ground Displays:

- Zone 1 – crew leader + 2-3 people
- Zone 2 – crew leader + 2-3 people
- Zone 3 – crew leader + 2-3 people
- Zone 4 – crew leader + 2-3 people

Downtown Christmas parade will occur on December 7 at 5:00 PM with lights on from 5:30 PM to 9 PM.

## **6-Day Christmas Event w/option to extend to 8 days – Assuming traffic/personal needs less on Sunday**

**Dec 13 (personnel needs - 25 people; Cooperating Partner Group/s - \_\_\_\_\_)**

- Headquarters/Traffic Barrier/Lighting Crews – 5
- Traffic Control Crew – 8 in 2 shifts (5-7 and 7-9 PM)
- Collections Crew – 3-5
- Scheduled Entertainment – (ie. Santa, Choirs, Sleigh rides, Manned Pit Fire, Food Services, etc)

**Dec 14 (personnel needs – 25 people; Cooperating Partner Group/s - \_\_\_\_\_)**

- Headquarters/Traffic Barrier/Lighting Crews – 5
- Traffic Control Crew – 8 in two shifts
- Collections Crew – 3-5
- Scheduled Entertainment -

**Dec 15 (personnel needs – 20 people; Cooperating Partner Group/s - \_\_\_\_\_)**

- Headquarters/Traffic Barrier/Lighting Crews – 4
- Traffic Control Crew – 8 in two shifts
- Collections Crew – 3
- Scheduled Entertainment -

**Dec 20 (personnel needs - 25 people; Cooperating Partner Group/s - \_\_\_\_\_)**

- Headquarters/Traffic Barrier/Lighting Crews – 5
- Traffic Control Crew – 8 in 2 shifts (5-7 and 7-9 PM)
- Collections Crew – 3-5

- Scheduled Entertainment – (ie. Santa, Choirs, Sleigh rides, Manned Pit Fire, Food Services, etc)

**Dec 21 (personnel needs – 25 people; Cooperating Partner Group/s - \_\_\_\_\_)**

- Headquarters/Traffic Barrier/Lighting Crews – 5
- Traffic Control Crew – 8 in two shifts
- Collections Crew – 3-5
- Scheduled Entertainment -

**Dec 22 (personnel needs – 20 people; Cooperating Partner Group/s - \_\_\_\_\_)**

- Headquarters/Traffic Barrier/Lighting Crews – 4
- Traffic Control Crew – 8 in two shifts
- Collections Crew – 3
- Scheduled Entertainment -

**Dec 23 OPTIONAL (personnel needs – 20 people; Cooperating Partner Group/s - \_\_\_\_\_)**

- Headquarters/Traffic Barrier/Lighting Crews – 4
- Traffic Control Crew – 8 in two shifts
- Collections Crew – 3

**Dec 24 OPTIONAL (personnel needs – 15 people; Cooperating Partner Group/s - \_\_\_\_\_)**

**Note – Numbers are based on having only 2-hour lighting for Christmas Eve (5-7 PM)**

- Headquarters/Traffic Barrier/Lighting Crews – 4
- Traffic Control Crew – 8
- Collections Crew – 3

**Take down of Displays**

**Dec 30 – Use 4-5 crews of 3/crew + truck pickup crew of 3 people (15-18 people)**

**Take down of Lights**

**Jan 4 – Need minimum of 40 people (depends on # of bucket trucks)**

1. Bucket Trucks retrieve overhead Lights – Need 3-5 supporting crews of 3 people each.

- Crew 1 – crew leader + 2 people
- Crew 2 – crew leader + 2 people
- Crew 3 – crew leader + 2 people
- Crew 4 – crew leader + 2 people

## 2.Pick up lights and cords by Zone

- Zone 1 – crew leader + 3-5 people
- Zone 2 – crew leader + 3-5 people
- Zone 3 – crew leader + 3-5 people
- Zone 4 – crew leader + 3-5 people
- Pavilion/bathhouse/other structures lights picked up by zone crews
- Cord pickup crew – 3-5 people

**Jan 13** – Carry lights up to storage area at Quality Collision. Begin sorting, testing, inventory, and respooling of lights for next year. This work should be completed by March 31.