

## Lights of the Northwoods

### Draft 2020 6/9-Day Event Schedule

The following schedule defines the personnel needs and scheduled activities for each day in 6-Day Christmas Event (w/option to extend to 3 days). The ideal number of personnel is 25 people for Friday and Saturday and 20 people for Sunday. The minimum personnel requirements are 17 people for Friday and Saturday and 15 people for Sunday. Duties to be completed with these people include traffic control crew (8 people/shift), headquarters/traffic barrier set-up and takedown/lighting crew (5 people) and collections crew (4 people). The ideal number of personnel include double shifts for traffic control; Sunday's numbers are scaled down due to lower expected attendance. Cooperators who supply 10 or more qualified volunteers as defined in LONW Final 2019 Event Grant Guidelines will be designated as the day's "Sponsoring Group" and be eligible for the grants and other benefits indicated in the grant guidelines.

For the 2020 Christmas Event, the Board has decided to make several adjustments to our operating procedures to cope with the effects of COVID-19. First, no food or entertainment activities such as choirs and Santa will be scheduled within the pavilion. It will be used strictly as a headquarters and warm-up/staging area for workers. We are still trying to work out some options to present Santa to the public but these will probably be "outside" oriented unless something changes with COVID-19 situation. Second, the "OPTIONAL" days of December 21, 22, and 26 will involve collections only. None or minimal traffic control functions will be operating on these days. Third, we will be downsizing some of the traffic control functions near the pavilion since indoor activities will be restricted and parking/shuttle functions should be reduced. We are not yet sure what these changes will be as the Santa issue is still unresolved and we will still have outdoor functions in the area such as collections at trailhead, parking for people using the walking trail, and our outside bon fire.

#### Friday, Dec 11 (25 People)

- Sponsoring Group \_\_ Rhinelander Lions Club \_\_\_\_\_
- Scheduled LONW Personnel \_\_\_\_\_
- Scheduled Daily Entertainment \_\_\_\_\_

#### Saturday, Dec 12 (25 people)

- Sponsoring Group \_\_ Elcho Food Pantry \_\_\_\_\_
- Scheduled LONW Personnel \_\_\_\_\_

- Scheduled Daily Entertainment \_\_\_\_\_

**Sunday, Dec 13 (20 people)**

- Sponsoring Group \_\_Northern Edge Figure Skating Team \_\_\_\_\_
- Scheduled LONW Personnel \_\_\_\_\_
- Scheduled Daily Entertainment \_\_\_\_\_

**Friday, Dec 18 (25 people)**

- Sponsoring Group \_\_Special Olympics in cooperation with the Mason's \_\_\_\_\_
- Scheduled LONW Personnel \_\_\_\_\_
- Scheduled Daily Entertainment \_\_\_\_\_

**Saturday, Dec 19 (25 people)**

- Sponsoring Group \_\_Need confirmation from Robotics Club and Printpack \_\_\_\_\_
- Scheduled LONW Personnel \_\_\_\_\_
- Scheduled Daily Entertainment \_\_\_\_\_

**Sunday, Dec 20 (20 people)**

- Sponsoring Group \_\_\_\_RH Wrestling Team \_\_\_\_\_
- Scheduled LONW Personnel \_\_\_\_\_
- Scheduled Daily Entertainment \_\_\_\_\_

**Monday, Dec 21 (???? people) – OPTIONAL and assumed to run only from 5-7 PM**

- Sponsoring Group \_\_\_\_\_
- Scheduled LONW Personnel \_\_\_\_\_
- Scheduled Daily Entertainment \_\_\_\_\_

**Tuesday, Dec 22 (???? people) – OPTIONAL and assumed to run only from 5-7 PM**

- Sponsoring Group \_\_\_\_\_
- Scheduled LONW Personnel \_\_\_\_\_
- Scheduled Daily Entertainment \_\_\_\_\_

Saturday, Dec 26 (???? people) – OPTIONAL and assumed to run only from 5-7 PM

- Sponsoring Group \_\_\_\_\_
- Scheduled LONW Personnel \_\_\_\_\_
- Scheduled Daily Entertainment \_\_\_\_\_

**Note – We need to discuss what we need for optional days – Only collections??? How long to stay open??? What traffic control??? How to merge volunteers into operations?**