



# Phillup the Pig's Set-Up Checklist

for Coordinators and Volunteer Staff

Thanks for volunteering for the Wild Hog in the Woods Coffeehouse!

The coffeehouse has been an all-volunteer operated cooperative since 1978.



We attempt to schedule one volunteer coordinator, one or more volunteer workers and one sound technician for our concerts. This checklist is for the coordinator and worker(s). The sound technician has a separate manual.

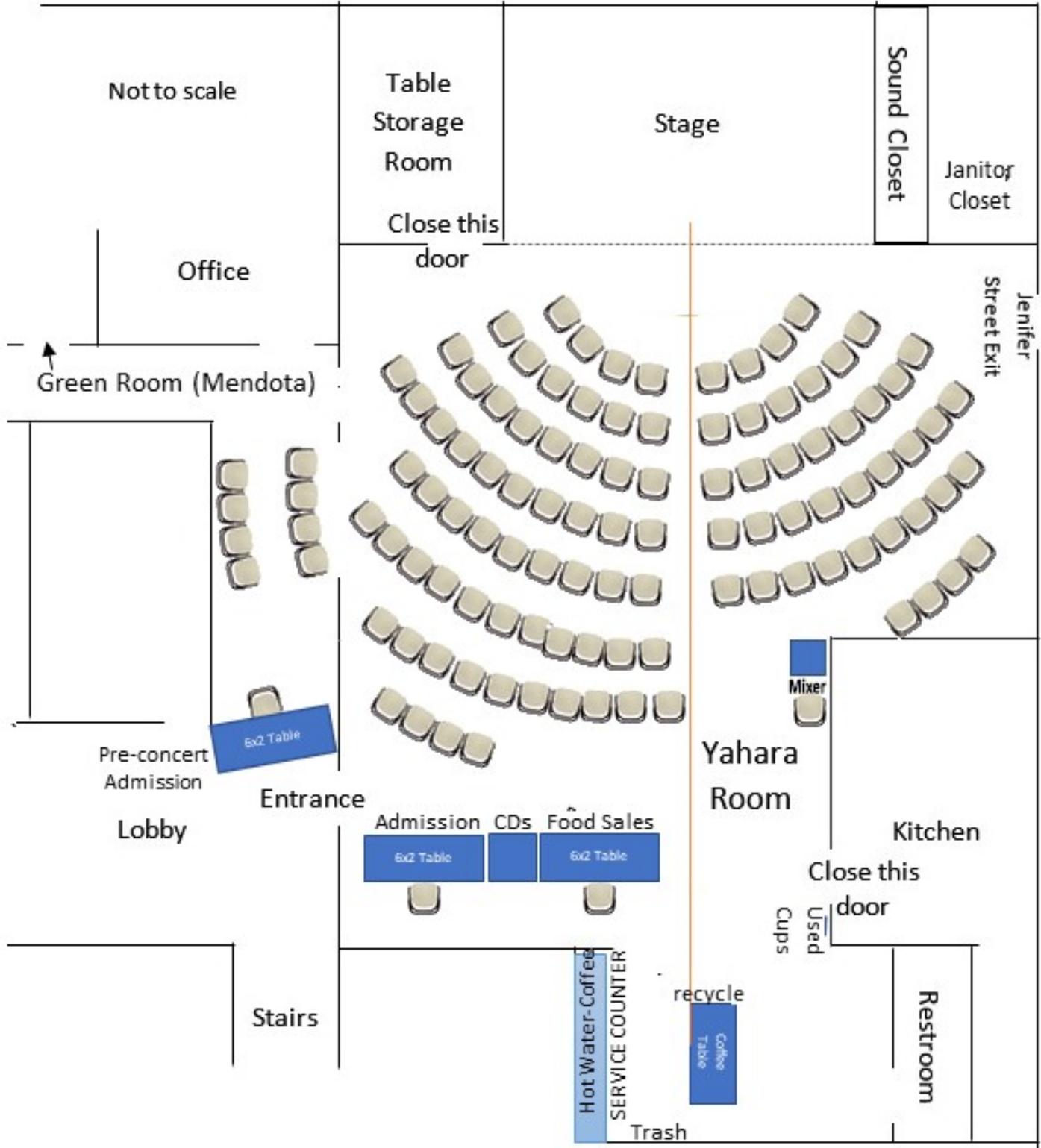
This manual can also be found at [www.wildhoginthewoods.org](http://www.wildhoginthewoods.org) under "Info for Members"

Original MS Word document is in Dropbox at: \Front of House-Setup Checklist, Signs\Setup, Ops, Takedown Checklists



## Auditorium-Style Seating

Use this floorplan as a guide for setting up seating without the usual tables when we expect a large audience. Open the sliding door between the Yahara Room and lobby hallway to allow access to seats from hall, thus maximizing the number of chairs we can set. This will seat about 100. Use rolling chairs from the Mendota or Monona Room for use behind admissions, food and mixer tables if you run out of chairs.



# Set-Up Steps Start Here



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## A. Keys:

All the keys needed to unlock the cabinets and fridge are on a pig-shaped wooden key-bob called "Phillup the Key".

1. Retrieve the key-bob from the shelf in the Sound Closet on stage. The sound tech may already have set it out at the front edge of the stage with other items. We do not have keys to the kitchen or table storage, if they are locked seek out a Wil-Mar staff person.

## B. Storage Cabinets:

Using Phillup the Key, unlock the cabinet doors and the fridge. Hide the fridge locking cable on top of the fridge. The cabinet contains everything you need for the Admissions Table, Food Service Table, and the Service Counter.

## C. Setup the Service Counter (see floor plan for location)

Setting up the coffee and tea makers first is important, so the beverages are hot when our guests start arriving around 7:00pm. The tall coffeemaker is used to heat water for tea and hot chocolate. The short one with the glass pot is used to make coffee.

1. Place the two coffee makers on the (see floor plan) and plug the two pots into the two available outlets. Hot water on the left and Mr Coffee on the right.
2. Hot Water: Pour filtered or distilled water into the tall coffee maker and start heating (it takes a little time to get hot) by plugging it into the outlet.
3. Coffee: Place a filter in the 12-cup Mr. Coffee coffeemaker. Place 5 (five) **heaping** scoops of decaf coffee from bag into the filter. Fill glass coffee carafe with 12 cups of filtered/distilled water and pour into the reservoir of the coffeemaker. Close lid. Start the coffeemaker. NOTES: Scoop spoon should be in the coffee bag. If someone wants coffee with caffeine, sell them a single serve "tea-bag" of instant coffee.
4. Get out the sugar and natural sweeteners basket, artificial creamer, honey, and napkins and place on the Service Counter.
5. Display the small sign pointing to coffee and hot water, and the Mask Encouraged sign. Creamer is left in the fridge.
6. Set out some napkins on the service counter.
7. Set out a cup with clean spoons on the Service Counter and place a trash bin nearby against the Brearly Street wall. The sign for clean spoons is in a cabinet drawer.

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8. Go to the kitchen and turn the dishwasher ON so it will be hot at the end of the evening. Remove any dishes that Wil-Mar staff have left in the washing tray so it is ready for us to use.

### **D. Table and Chair Setup for Audience, Admission and Refreshment Tables:**

On Friday evenings, the Yahara Room tables and chairs are usually not setup for us.

1. Tables are in Storage Room (the door to this room is in the Yahara Room, to the left of the stage):
  - a. Open the table storage room door all the way, as far as it will go.
  - b. Carry two plastic 6-foot by 18-inch tables (legs folded) to the back of the room where admissions, merchandise and food will be setup. Unfold legs, lock into place and set upright as shown.
  - c. Roll out 9 (nine) round tables (plastic tops and legs folded). Roll the first ones to the far end of the room (nearest Jenifer Street entrance) and back-fill from there. On the floorplan, Table 2 is your keystone, line it up center to the stage. The remaining tables line up to Table 2, leaving enough space for the two chairs between tables and aisle space to walk between the two chairs.
  - d. Unfold legs of each table as you roll each one out and set them upright. Be sure the legs lock into position, so they don't collapse onto people sitting at them.
  - e. Please check that the round tables are aligned to the center of the stage (red line on diagram). Tables 1, 3, 4, 7 and 8 should be rotated some to face the stage with table legs set so people's legs fit under the table for the two center chairs. Arrange rectangular and square tables per diagram.
2. Chairs (stored on a rack at the front of the Yahara Room):
  - a. Use only the chairs that are folded and hanging on the rack, they are designed to not scuff the wood floor. Carry the chairs from the rack to put 4 chairs around each of the round tables, plus one chair at the Sound Tech table and one chair each at the Admission and Food Service tables.
  - b. Do not attempt to roll the rack around the room, it is too heavy, and the floor is not level.

### **E. Setup the Refreshments Sales Table (see floor plan for location)**

- a. Place the plastic tablecloth on the food service table.
- b. Attach the feet to the acrylic sneeze shield and place centered on food table.
- c. The baked goods are placed behind the shield. Bakery may be in the fridge or on a shelf in the cabinets. If bakery is not there, it is probably not yet delivered. Serving utensils are in the cabinet drawer in the drying rack with the coffee cups.
- d. To each side of the shield, set out coffee cups, napkins, paper plates, hot chocolate, and tea boxes on the table. (If during the evening we run out of clean coffee cups, use Wil-Mar's found in cabinets in the kitchen.)

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- e. We have fizzy water and juice in the fridge and half and half.
- f. Do check the dates on creamer and juice before serving. Dispose if expired or looks or smells wrong.
- g. Set out one bottle of Purel. Be sure to wash your hands before handling food and use Purel as often as needed.
- h. The pink and white plastic tubs that say 'Dirty Dishes' can be put on a small table or chair to the right of the kitchen door. Point people to it when they bring up their dirty cups.
- i. Place the light-up sign for baked goods prices and use paper from the cabinets to write a sign that says what the goodies are.

### **F. Setup the Admissions Table:**

Ideally this table, merchandise table and the refreshments table are setup and ready by 7:00pm.

- 1. Place a cloth table cloth on the table.
- 2. Set out the lighted table signs and push the button on the back once to turn on (2 more times to turn off) the lights. Set the Admissions sign on the admissions table facing and clearly visible from the entrance and set the food sign near the baked goods and coffee.
- 3. Take Phillup out of his box and set him on the table with his sign.
- 4. Set out the stack of Hog newsletters for guests to take. Display our copy of the MadFolk newsletter.
- 5. Distribute the two cashboxes to the Admission and food tables.
- 6. A red folder in the Misc Drawer contains a sheet for tracking tonight's cash flow at the end of the evening. It is recommended, if you have time, to count and record the amount of money in each box before guests arrive. Compare your count to those recorded by last week's coordinator if their cash flow sheet is still in the folder.
- 7. Make sure someone is always keeping an eye on the cash boxes. We are a trusting organization, but not all people are trustworthy.

### **G. Prepare the audience tables:**

- 1. The plastic box with the candles is next. Place a candle on each table after turning it on (switch is on the bottom). Extra batteries are in the candle box if needed.
- 2. Each table should also get a couple of membership forms and a pen from the newsletter box.
- 3. If the performers have CD's, use the square table to set up a merchandise area and put one of the two metal or plastic LED lights on them. Envelopes in the Misc Drawer in the cabinets can be used for CD sales if the performers don't have their own system.

## H. Setup the Merchandise Table:

1. Ask tonight's performers if they have CDs to sell. If yes, set them out on the merchandise table and make a sign with the price. Set out an envelope from the cash box to receive the money, keeping it separate from our cash boxes. You can also layout the musical notes on chains decoration to attract attention to the CDs.
2. Display the Hog T-shirts, one of each color with signs showing sizes. They are in a cabinet drawer, sorted by size. If a size of shirts is getting low, more are in plastic tubs in the sound closet, sorted by size.
3. Display three Hog mugs on display with price sign. They are also in a cabinet drawer.
4. T-shirts and mugs are serviced by the Food cash box. Note on the accounting form how many shirts and mugs were sold.

## I. Publicity Signs:

1. Look in the folder in the Misc Drawer. There may be a preprinted sign with the performers' name(s) for tonight. If not, use one of the generic signs and write in tonight's performers names.
  - a. Coordinators: The original document for making the sign is a Word template. \Dropbox\WHITW Repository\Front of House-Setup Checklist, Signs\Setup-Takedown Checklists.docx.
2. Tape is in the Misc Drawer in the cabinets. Tape one Tonight sign to the light box and place on narrow table in lower lobby near the outlet. Plug in and light it up, facing the main entrance to the building on Brearly Street. The light box is stored in the stage closet and will be provided to you by the sound tech.
3. Two large posterboard Hog signs (stored in the sneeze shield box), place one on tripod (stored in sound closet) in upper lobby outside entrance to Yahara Room. Place one in lower level on the narrow table next to the light box.
4. Hang the banner outside the Jenifer Street door on the railing, using the bungee cords and Velcro ties.

## J. Moderator:

Usually the coordinator will moderate the evening.

1. Ask the performers if they would like coffee, tea, water or fizzy water. There are green plastic cups for tap water (bubbler is in the lobby). They get beverages and bakery for free, so let them know that.
2. Offer them a free Hog t-shirt.
3. The moderator will check with the sound tech for status of sound checks.
4. Moderator will welcome guests to the Hog and other announcements throughout the evening using the **Master of Ceremonies Announcement List** (a laminated sheet found in the Misc Drawer).

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5. If you have a smart phone, access the Wil-Mar (Madison) WiFi early in first set, take a photo of performer(s) and post to the Hog's Facebook page with text saying who's playing and how great they sound.
6. Shortly after the second set begins, the Coordinator counts the cash in each box and records the numbers on the form in the red folder. Any cash obtained from admissions or food items sold after counting is done can be put in Phillip for the performers. Coordinator may ask volunteer to help count cash.
7. After the show, or next day, send email to info@ and summarize how the evening went (performer stage presence, audience size, etc.)

### K. During the Concert:

1. Volunteer workers and coordinator handle all sales of baked goods, beverages, CD's, memberships and admissions. Making more coffee, fetching juices and waters, replenishing hot water and coffee, and baked goodies as needed. Start a second pot of coffee midway first set if the coffee pot is low after pouring remaining coffee from glass pot into metal thermo carafe.

### L. Takedown:

1. After the show, collect cups and silverware and wash them in the Kitchen's dishwasher, using one squirt of the machine liquid dish soap found in the upper cabinet near where the coffeemakers are stored. If the dishwasher isn't working, turn it off and back on and try again.
2. Put away everything into their respective cabinets and drawers as labeled.
3. Leave the tops off the hot water maker and coffeemaker to air out on the top shelf.
4. Our current set-up/tear-down design is to let any clean, washed cups, utensils, and coffee carafes air dry in the drying rack. Place the rack on the bottom drawer (left) of the Service Counter, on the tin foil cookie sheet to catch water.
5. Six tables with 4 (four) chairs each remain setup for Wil-Mar's community meal on Saturday. The two rectangular tables also remain setup, move the rectangular tables to the north end of the room (near Jenifer Street) kitchen door.
6. Be sure the light box, signs, and banner are brought back in and given to the sound tech to store.
7. Keep track, if possible, of any items running low, or that you can't find. Notify Ben or any coordinator about the item(s) missing/used up so we can replace them.

## Thanks for your help!

Suggestions to improve this document to [jamie@wildhoginthewoods.org](mailto:jamie@wildhoginthewoods.org)

