



# 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.

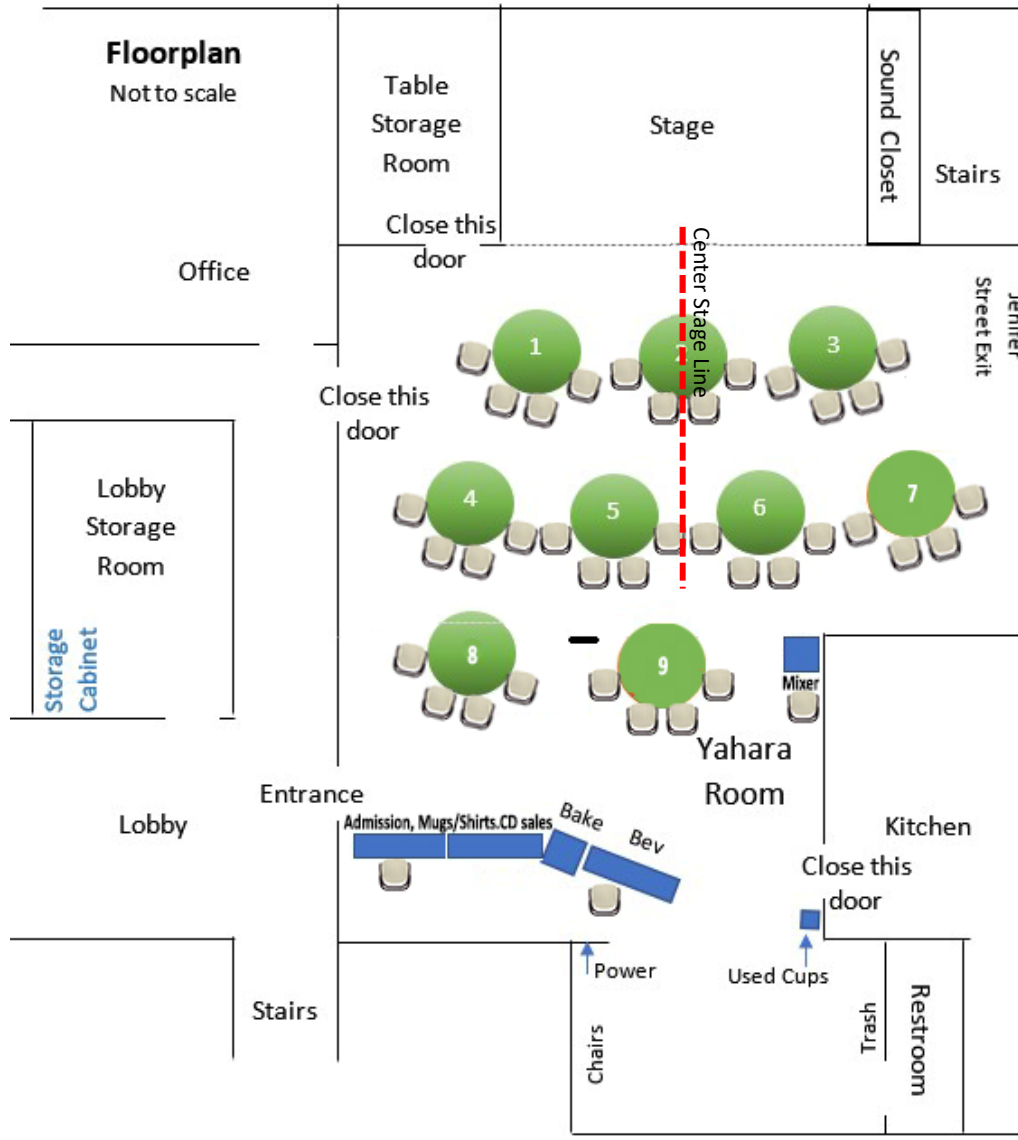
This manual can also be found at [www.wildhoginthewoods.org](http://www.wildhoginthewoods.org) under "Info for Members"

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

## Standard Concert Table & Seating

This floorplan will help you set the tables and chairs in the Yahara Room of the Wil-Mar Neighborhood Center. Start by aligning table #2 with center of the stage as shown by the dotted (red) line. Tables 5 and 6 align either side of the line. All other tables align to tables 2, 5 and 6 as shown.

If not in use, the Mendota Room (next to Wil-Mar's office) can be used for musicians to store coats and instrument cases and to warm up and tune. Otherwise offer the table storage room left of the stage. Do not offer the sound closet.

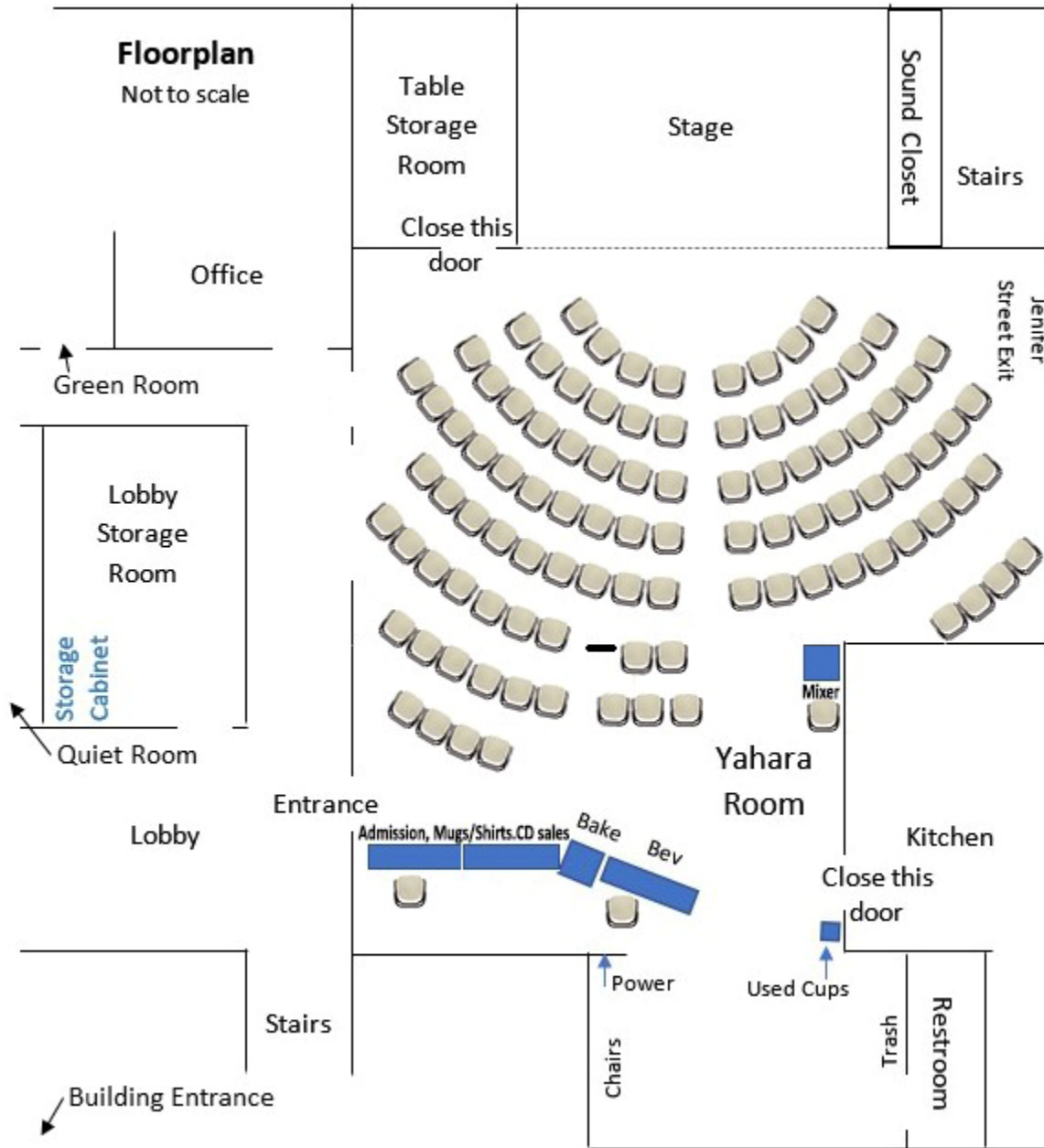


The Admission, merchandise and refreshments tables are shown above as rectangular and square tables (blue). The table for the sound mixer is also a square table. Actual arrangement may vary to meet the evening's needs. The plastic tub for dirty cups can be placed on a spare chair near kitchen door.

If using this standard setup, skip Page 3.

## Auditorium-Style Seating

Use this 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, but you will need to bring chairs up from the Youth Room in the basement. Use rolling chairs from the Mendota or Monona Room for use behind admissions, food and mixer tables.



# Set-Up Steps Start Here



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## A. Keys:

All the keys needed for the front-of-house operations is 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 edge of the stage with other items.
  - a. Key with the red ring will open the storage room in the lobby. The wooden storage cabinet that contains the supplies for setting up the admission and food table has a combination padlock.
  - b. Keys marked "Kitchen" will open the kitchen and the table storage room next to the stage.

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

By arrangement with Wil-Mar, one of their staff will usually setup the round and rectangular tables and chairs before we arrive on Friday afternoons using the same diagram on Page 1 of this list.

- If tables have been setup by Wil-Mar, proceed to Step 3 and skip steps 1 and 2.
  - If the tables and chairs have not been setup before you arrive, follow all three steps.
1. Tables 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 three plastic-topped 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. If they aren't in the table storage room, they may be in the Mendota Room (use Phillup the Key to open the door).
    - c. Locate the gray wood ramp in the table storage room and place in front of the opened door. Snug it up to the threshold.
    - d. Using the ramp, roll out 9 round tables (wood tops and legs folded). Roll the first ones to the far end of the room (nearest Jenifer Street entrance) and back-fill from there. Table 2 is your keystone, line it up center to the stage. The remaining tables are lined up to Table 2, leaving enough space for the two chairs between tables.
    - e. 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.
  2. Chairs (stored in stacks at the back of the Yahara Room):

**NOTE:** chairs are either light or dark brown which designates models of chairs that don't stack together well. When stacking chairs, match like colors.

    - a. Take the 2-wheeled truck from the Table Storage Room. Use it to move enough stacks to put 4 chairs around each of the wood tables, plus one chair at the Sound Tech table and one chair each at the Admission and Food Service tables.
    - b. Return the truck to the Table Storage Room. Remove the gray ramp and return it to the Table Storage Room and close the door.
  3. Please check that the round tables Wil-Mar setup 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.

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### C. Lobby Storage Room:

Using Phillip the Key, unlock the door to the room, then unlock the padlock on the Hog's wooden cabinet and open the cabinet. The cabinet contains everything you need for the Admissions Table and Food Service Table (except a few items that are in the Sound Closet).

1. Use the gray plastic (Rubbermaid) cart found in this room to move the contents of the cabinet to the Admission and Food Service tables. This includes plastic storage boxes, Phillip the Pig's Nest box, two bottles of distilled water, two coffee pots (Mr Coffee for making coffee and the tall percolator for making hot water), dish soap and sponge, table cleaner spray and tablecloths.
  - a. There may be a drainer full of coffee cups (left to dry from the previous week) above the cabinet or on top of a plastic box in the cabinet. It is heavy, so if you can't move the drainer by yourself, ask for help.
  - b. The plastic storage boxes are labeled in the front to help you determine which table they have contents for.
2. Roll the cart into the Yahara room at the back where we set up the beverage tables and unload the supplies. Keep the cart and boxes at back of room, behind the beverage table to access spare supplies as needed.

### D. Setup the Refreshments Table

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 maker is used to heat water for tea and hot chocolate. The short one with the glass pot is used to make coffee.

1. Place a plastic table cloth on the food service table.
2. Place the two coffee makers on the table and plug the two pots in to the outlet, which is next to the chair stacks, using the two appliance cords and extension cord (found in the coffee/tea maker boxes).
3. Place a filter in each maker and use the distilled water to fill both.
4. Start the tall coffee maker to begin heating the water for the tea.
5. In the short maker, use 4 slightly heaping scoops of decaf coffee per pot and start the maker. Scoops may be in the coffee bags. If someone wants coffee with caffeine, sell them a single serve "tea-bag" of instant coffee.  
**NOTE:** Once the water and coffee are started, you may want to skip to Step E and setup the audience tables, then return here to complete setting up the refreshments table.
6. Set out about 15 coffee cups and most of the tea boxes on the Food Service table.
7. Get out the sugar and natural sweetener and artificial creamer and honey.
8. Set out the napkins
9. Set out a cup with clean spoons and an empty cup for used spoons. The signs for clean and dirty spoons may be in a box with other signs or newsletters.
10. Bakery may be in the fridge in the kitchen. The fridge is the one at the door nearest the white chest freezer. Our stuff is on the top. We have fizzy water and juice in there and sometimes real creamer. If bakery is not there, it is probably in the sound closet or being brought in by the coordinator.
11. Do check the dates on creamer and juice before serving.
12. The pink plastic basin that says 'Dirty Dishes' can be put on a chair to the right of the kitchen door back by the trash containers. Point people to it when they bring up their cups.
13. There are plastic acrylic sign holders for cookies labeling baked good, CD's etc. You only need one if baked goodies are to be priced less than the light-up sign or if you want to have a sign saying what they are.

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### E. 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 pencil from the newsletter box.
3. If the performers have CD's, use one of the square tables to set up a merchandise area and put one of the two metal or plastic LED lights on them. Envelopes in the cash box can be used for CD sales if the performers don't have their own system.

### F. Setup the Admissions Table:

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

1. Place a 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 Phillip 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. Take the two cash boxes from the plastic file box. The Admissions box is black and taller.
6. A red folder in the file box 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.
8. Plug the car-lot lights into our dimmer control and that to the wall outlet. Turn the lights on all the way up.
9. Turn off all fluorescent lights in the Yahara Room and in the lobby, turn on the incandescent pole lamps and turn off fluorescent lights by 7pm when the doors open.

### G. 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 box on top of the storage cabinet, sorted by size in plastic bags. If you sell a shirt, go to the storage room to select the size and color requested.
3. Display three Hog mugs on display with price sign. They are also in a box on top of the cabinet.
4. T-shirts and mugs are serviced by the Food cash box. Note on the accounting form how many shirts and mugs were sold.

### H. "Tonight at the Hog" Signs:

1. Look in the folder in the plastic file box with the cash boxes inside. There may be a preprinted sign (2 copies) for tonight. (The coordinator or sound tech should have printed two paper signs announcing the performers' name(s) at home before coming to the Wil-Mar Neighborhood Center.
  - a. The original document for making the sign is a Word template. Open it and add the name(s) in the box, print two copies, and close the document without saving. Find it online in the Dropbox folder at `\Dropbox\WHITW\WHITW Repository\Front of House-Setup Checklist, Signs\Setup-Takedown Checklists.docx`.
  - b. If you are unable to print ahead of time, you will have to use a blank "Tonight at the Hog" paper sign and write in the performer's name with a sharpie. These are found in the plastic file box that has the cash boxes.
2. As soon as you access the Scotch tape, tape one sign to the glass of the main entrance on Brearly Street. The other sign gets taped onto the Light Box that goes outside the Jenifer Street door.

### I. Banner and Light Box:

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These items are stored in the sound closet and have probably been put at the front of the stage by the sound tech. The tech will hang the quilt on stage.

1. Hang the banner outside the Jenifer Street door on the wooden banner holder, using the bungee cords.
2. Turn on the battery-operated LED lights inside the box and place on the stoop next to the railing, beneath the banner with the sign facing the sidewalk and street.

### 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 or blue plastic cups for tap water (bubbler is in the lobby). They get beverages and bakery for free, so let them know that.
2. The moderator will check with the sound tech for status of sound checks.
3. Moderator will welcome guests to the Hog and other announcements throughout the evening using the **Master of Ceremonies Announcement List** on the last pages of this checklist. Extra copies are in the Signs folder.
4. Dim the car-lot lights during the sets to about 50%. The lights are up 100% before the first set, during the break, and after the second set. At no time between 7:00pm and within 30 minutes after the end of the second set are any fluorescent lights to be used in the Yahara Room.
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:

Volunteer workers and coordinator handle all sales of baked goods, beverages, CD's, memberships and admissions. Making coffee, fetching juices and waters, replenishing hot water and baked goodies as needed.

### L. Takedown:

1. After the show, collect cups and silverware and wash them in the Kitchen's Dishwasher, using one squirt of the green liquid dish soap provided by Wil-Mar. If the dishwasher isn't working, use our white plastic basin using the sink in the kitchen and the bottle of dish detergent and sponge from our storage cabinet.
2. Put away everything into their respective plastic storage boxes.
3. Use the cart to transport the boxes back to the cabinet in the Lobby Storage Room. Lock the cabinet and the Lobby Storage Room.
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 top of the lid of a plastic storage box, or if no room, place on top of the cabinet in the Lobby Storage Room.
5. All tables and the chairs remain setup for Wil-Mar's community meal on Saturday.
6. Be sure the light box 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!