

## Task 1 – Site setup Friday

This task involves the setup of the main ground. Most of the equipment needed is in the containers to the back of the grounds. Ground marking will be done prior to the commencement of this task (usually completed the day before).

### Tasks

Start time 10am;

1. There will be flys that need to be erected for sponsors. Their positioning will be marked with a cross on the ground. All pegs need to be in the ground enough to not cause a hazard. All ropes will have a florescent ties. All pegs will have protection that needs to be put on them.
2. Get gazebos out of left shipping container. Erect 2 white 6 x 3 gazebos at the front gate as marked, erect one 3 x 3 gazebo at the back gate. Erect 6 x 3 gazebo for wrist bands to right of path into the festival.
3. Check requirements for the Green Rooms, are any gazebos required. Place chairs in green rooms, check with Katch Katikati as to how many are needed for the entertainers.
4. Erect remaining gazebos within the second and third circle. These can be scattered evenly through the area. No pegs are to go outside the second circle. No tents are to be erected within the emergency lane marked through the middle of the ground. No structures are to be put up so to block the marquee view of the stage.
5. Place 6 long and 2 short pieces of fence in each of the Paramount marquees in the centre circle. Each side has 2 pieces up at each post leaving a slight gap in the middle of each side of the marquee. The 2 short pieces of fence are at the front of the marquee.
6. Place 2 Trestle tables in each marquee, including the kitchen marquee over on the outer circle.
7. Place 4 trestle tables in the main gate gazebo and 1 trestle table in the back gate gazebo.
8. Place 40 picnic chairs in each marquee.
9. Place 3 picnic tables in each fly and the remaining in the gazebos. Please match leg colour with table colour.
10. Place 20 picnic chairs in each fly.
11. Place the remaining picnic chairs evenly though the gazebos
12. Place folded chairs in the kitchen marquee under the tree by the A&P grounds for the kitchen tent. These are in rows facing the Main Road end of the marquee.
13. Hammer in the metal umbrella stakes around the ground within the second and third circles. No stakes are to be put in front of the marquees in the main circle or the emergency access way.
14. Help with electric cable laying early afternoon, need two people to help the electrician. This includes digging in the power boxes and helping with ensuring the cables are unground where possible and safely tired up where over ground.

### Equipment needed;

1. Mallets (some will be provided)
2. HI-Vis Vests (if possible, some can be provided)

Man Power;

1. 8 Adults
2. 8 additional people, can be teenagers

Duration:

4 – 5 hours – 10am to 2/3pm approximately

Donation

\$2,000