

Set ups for the opening of the 2013 Fall Semester

Revised (8/29/13)

*Program Coordinator

The tent will be set up on commons lawn 8/27, and will be taken down on 9/3. Pembroke Landscaping will mow Commons Lawn on 8/26.

Friday 8/23

The groundskeepers will set up our tent at the flagpole **for Monday 8/26 Early Student Check-in**.

Flagpole - Set up our 20x20 tent at the flag pole set up with flaps and opening facing Campus Safety. Also deliver 3-8' tables with 12 regular chairs (not folding) and make sure there are 4 Adirondack chairs and a couple of trash cans with liners and run power to the tent.

Wednesday, August 28

9am-5:00pm - International Student Check In - Tent at Flagpole - Tables and chairs will be there already. Deliver 18 sets of bagged linen from the new electrical shop for the international students to use.

7pm - International Student Reception - Upcafe - 1-8' table

Thursday, August 29 for Friday August 30 Orientation

Orientation Set up - We will need to have the tent on commons lawn set up with 30-8' tables, with 2 chairs at each table, some tables will require 3 chairs for a total of 70 chairs and 13-60" round tables set up with 8 chairs at each and 3 for food in the center (see attached diagram for set up). The dining halls will need 15-8' tables, and 3 barbeque grills with 3 tanks (staked down), and 15 trashcans with liners, as well as several recycling totes with liners (See Angel for these). Place picnic tables on the grass area at the end of the tent, closest to the end of the world for people to sit outside if they want to. **Make sure chairs and tables under the tent are in far enough, so if it rains people aren't getting wet.** Leave a case of black trash bags as well. 3 Power boxes, one on Booth side and one on Dewey side of the tent and one toward the end of the world. Melissa will hang Orientation sign on the tent. Can Do will set up the 20x20 tent off to the right. Make sure that the extra stacks of chairs near Canfield are unlatched so that Student Life can get to them if they need to. **See attached set up for details. *Student Life (This set up is for Friday 8/30 from 9am-4pm, but we will set it up on Thursday!!!!)**

Friday, August 30

Deliver 4 – 8’ tables to the Student Center
3 needed for food and beverages

9am-4pm – **Check in** under large tent on Commons lawn.

11-11:45am - Optional tour of Bennington - Meet at the flagpole - table and chairs will be there from previous set up. Remove any trash.

Noon-1:30pm - Lunch - Under the tent

2-3:30pm – **Parent Program** – Student Center – deliver 4-8’ tables and we can use the chairs currently in the Student Center. We will need to set up 75 chairs theatre style with a center isle facing the stage with a new podium and 5 captain’s chairs. Make sure there are 2 trash cans with liners. **See attached set up.** *Kate Child

4:00pm – Start breaking down the tent on Commons Lawn and re-set with the following; 4 low carpeted risers for a stage on the Dewey side of the tent, and set up 250 chairs in arc (half circle) in two sections, and a new podium with light. Power box. Also make sure there are 4 recycling totes and 15 trash bins with liners. See attached set up for details.

4:30pm – Farewell to Families from President Mariko Silver – Student Center/Patio - 3-8’ tables that should already be there, a small black podium, 100 chairs, 3 pop up tents.
*Kate Child

5:30pm – **New Student Orientation Welcome** - *Kate Child under the tent, Commons Lawn

6pm – **Dinner** – Commons Dining Halls –*Kate Child

8pm – In the place where you live – House living rooms

9pm - Ice Cream Social - Student Center - 4-8’ tables (should already be there from earlier)

Saturday, August 31

6:30am – Start cleaning up under the tent on Commons Lawn.

8am – Breakfast – Dining Halls

10:00/11am – **Conversation with President and Dean of the College** – Usdan Gallery - 300 chairs need to be set up in a horseshoe shape with 3 isles facing the wall directly across from the large main door. Place 4 carpeted risers in the front of the room with a comfy chair from Student Life and a small side table for water. Use small table in B&G office. Also set up a white box pedestal from Vapa and place a vase of flowers on it. Melissa will make flower arrangement. Also set up the 12x12 tent outside the Usdan side entrance and place 2-8' tables and 2 trash cans with liners. **See attached set up.***Kate Child

11:00pm - Field Work Term - Panel Discussion - Tishman - 1-8' Table and 4 chairs

12pm – Lunch – Commons Dining Halls

Transfer Student Lunch –Deane Carriage Barn - Fireplace Room - Tables set up in a square with 28 chairs around tables.

1:30pm – **Everything you always wanted to know... about Health and Safety at Bennington** – Student Center - 6 Captain's chairs on the stage with 2-8' table. 200 chairs set up theatre style with a center isle with the remaining furniture set up behind the chairs.

3:00pm - “Fireside” chats with faculty - locations, Vapa E315, D207, Vapa Computer Pod, Barn 240, Carriage Barn Fireplace Room, Cricket Hill Barn, Dickinson Lounge, and EAC classroom 1.

5:00pm – Dinner in the Dining Halls

6:45pm – Orientation Group Meeting – Locations Vary

7:30pm-9pm - Faculty Panel: Usdan Gallery - Use the same set up as earlier, but remove comfy chair with side table and add an 8' table with 4 chairs for panelists to sit and deliver a podium. Only need 200 chairs set up for this event.

7:30pm - Orientation Coffee Reception

Outside USDAN Gallery. 2 - 8ft tables and 2 garbage cans with liners

Have set by 4:00pm

9:30pm – **Concert and Lawn games**- End of the world - Stage and power and 10x10 pop up tent.* Matt Scott

Sunday, September 1

8am – Breakfast – Dining Halls

10am – Student Panel/Bennington Student Experience - Tishman - 1-8' table with 4 chairs *Student Life

11am – Brunch – Dining Halls

Noon - Deliver a podium to Martha Hill, with a cord.

11am-1pm - Vocal and instrumental placement auditions- locations TBD

1 – 5pm – Faculty Workshops – Various Locations - Barn 244, Photo Lighting Studio, Alternative Processing Room, Barn 202, Vapa 305, EAC 1 and 2, Design Lab # 1 CAPA, Greenwall, Barn 238, Barn 124, Barn 237, CAPA Design Lab #2.

5:15pm – **Class Picture** – End of the World -Deliver 9 picnic tables. *Student Life

6:30pm – **Dinner** – Commons Dining Halls

7:30pm – **Faculty Works Performance** – Martha Hill, Vapa – 200 chairs on risers and students work will be displayed in Newman Court – 2-8' tables and one garbage can

10:00pm - **Movie on the Lawn** - Commons Lawn (**rain location: Greenwall – will need electrical supply in either location and 1-8' table.** *Matt Scott

Monday, September 2- returning students check in starting at noon

6:30am - Start clean up under the tent for Community Reception that will happen this year at 5:45pm. Also start setting up Usdan Gallery for Convocation.

8am – Continental Breakfast – Commons Dining Halls

8am - Language Placement Tests- Barn 221, 216b, 215, 217, 211, and 230

8-9:30am – Vocal and Instrumental Placement Auditions - Jennings

11:30-12:30pm – **Introduction to Crossett Library Tour** – Crossett Library
*Oceana/Kate

12 – 2pm – **Faculty Luncheon Jennings Terrace & 136** – Set up 4 Round tables and 32 chairs on the porch and 6 Round and 53 chairs on the lawn. If it rains set up in 136.

Also make sure there are 3 trashcans with liners. Deliver 1 of our serpentine tables, 4-8' tables, 3-6' tables. **Set up a water hose on the roadside between the front and side porch.** Angel will rent tables and chairs from EZ Way Rental. Account # 40407-5330 ***Meredith Meurs (Possible rain location - Greenwall) EZ-Way will be delivering Thursday or Friday to Jennings.**

9:30am-11:30pm – **Meet with Faculty Advisors** – Faculty Offices

11:30am-1:30pm - Open hours with Academic Services Staff - Barn 120

12pm - Lunch – Dining Halls

1pm - Student Employment Information Session - Tishman

2-4pm - Registration Completion (Add/Drop) - Faculty Office

4:30 pm – Convocation – Usdan Gallery – 500 chairs set up with 6 carpeted risers to make a 6'x12' staging, 2 ½ feet high with black skirting (we will need to get the tablecloths from the dining halls for this) with stairs and the new podium. Set up an 8' table (dining halls will need to skirt with black skirting) in the front of the stage to the far left facing the audience. Leave a tall white pedestal for Bruce Williamson toward the rear of the inside door. Make sure the large back door is open for air circulation, and ceiling vents are on, as well as a large floor fan running. Also set two nice flower pots from campus on platforms. As well as two plants by the backdrop like graduation. We will need to set up the backdrop from graduation behind the stage as well as the new College banner on the podium. Bruce has asked for some sort of a wall/screen to be placed by the door opening. *Nancy Mitton See attached set up for details.

Before Convocation starts... Please set up for a reception in Greenwall. Waiting for set up information from Marshall and John. *Nancy Mitton

5:00-7:00pm - Dinner - Commons Dining Halls

5:45 pm – Community Reception – Greenwall - Still waiting for a set up from Dining Services

6:30-7:30pm - Vocal and Instrumental placement auditions - Locations TBA

8pm – Student Works Performance – Martha Hill, 200 chairs set up on risers with reception in Newman Court. We will need 2 - 8' tables with trash can in Newman Court.

10:00pm - Open Mic - Student Center

Tuesday, September 3 –*returning students check in*

8am – Classes begin

11:30am – 2pm – Open Hours with Academic Services Staff *Kate/Dean's Office

8:00pm – **Student Band Showcase:** Student Center

Wednesday, September 4

5:00pm - Student Organizations Fair - Commons Lawn - 20-8' tables, 100 chairs, both electrical boxes out on the lawn. See attached work order from Matt Scott

Thursday, September 5

9:00pm - First-years s'mores and plan-time capsule, with wood for a bonfire and starting materials, 2-8' tables - End of the world

Friday, September 6

10:00pm - Evening Entertainment - Location TBD

Sunday, September 8

10:00pm - Coffee Hour- Student House Living rooms

Wednesday, September 11

7:00pm - Plan Forum Panel - UpCafe - 30 folding chairs 1-8' table and 4 captains chairs

Saturday, September 14

11:00am - Brunch with your Orientation Group - Dining Halls