

Levitt AMP Harrisonburg Day of Show (DOS) Committee: Master Document

Stage Build & Tear Down

Shift: 12:00-2:30 PM and 8:00-10:00 PM

- There will be one trained individual onsite, before and after each concert, with the necessary certifications to build the SL100 stage. He will need at least 3 volunteers to assist him at each show.
- If you're on this team, you will need to remain on this team through the entire series because of the technical aspects of the stage build.
- To ensure members of this team start off on the same page, they will all be required to work the first show on July 12th.
- It's extremely important that these volunteers be individuals who are willing to take direction and learn.
- Members of this team need to be able-bodied enough to lift 20+ pounds and work a minimum of 3 shows.

PA System Build

Shift: 2:30-5:00 PM

- Assist sound company with speaker set-up, laying out cable ramps and coil up cable-snakes, and other needs
- To ensure members of this team start off on the same page, they will all be required to work the first show on July 12th.
- Members of this team need to be able-bodied enough to lift 20+ pounds and work a minimum of 3 shows.

PA System Teardown

Shift: 8:00-9:30 PM

- Assist sound company with breaking down and packing up speakers, cable ramps and cable-snakes, and other needs
- To ensure members of this team start off on the same page, they will all be required to work the first show on July 12th.
- Members of this team need to be able-bodied enough to lift 20+ pounds and work a minimum of 3 shows.

Misc. Set-up & Teardown

Shift: 3:30-5:30 PM and 7:45-8:45 PM

- Set-up tables and tents for equipment and merch & info – 10'x10' tents (x2) and 6' tables (x5)
- Set-up sponsor and other signage and banners
- Breakdown tents and tables.
- Store cones put out by the Parking Team.
- Transport supplies to and from HDR office and Smith House

- Members of this team need to be able-bodied enough to lift 20+ pounds and able to work a minimum of 3 shows.

Parking

Shift: 1:00-3:00 PM

- Minimum of 2 people per show
- Signage will already be posted in each of the parallel spaces adjacent to the grassy lot, notifying people that all vehicles need to be removed from those spots by 1PM every Wednesday of the series
- The Parking Team will place a traffic cone in each of the empty spaces, to deter anyone from parking there.
- If cars remain in any of those spots at 1PM, the Parking Team will first notify a predetermined contact at the Harrisonburg Police Department of the vehicle's license plate number. HPD will then attempt to contact the vehicle-owner to move their car. If they are unable to get in contact with the vehicle-owner by 2PM, the car will be towed. All vehicles need to be cleared out of those spaces by 3PM.
- Warren Street, which is located on the southside of the grassy lot, will close to vehicular traffic at 2PM. Once it is closed, the Parking Team will put out cones and signage to mark the location of the designated, handicap-accessible viewing area near the top of Warren Street.

Merchandise Sales and HDR info booth

Shift: 5:30-8:30 PM

- Each artist will be given the option to sell their merchandise. If the artist has merch to sell, the HDR info booth tent will double as a merch sales tent.
- Members of this team will restock merchandise as it sells, answer questions from the public (i.e. restrooms, food, event timing, who's playing that night, etc.), and help pack things up at the end of the show
- There will always be at least one HDR staff or board member helping at this station.
- Need to 1-2 volunteers at each show
- These volunteers will not be doing any heavy-lifting.

2023 Levitt AMP Harrisonburg Concert Dates: Wednesdays from 6 PM-8 PM

1. Wednesday, July 12th
2. Wednesday, July 19th
3. Wednesday, July 26th
4. Wednesday, August 2nd
5. Wednesday, August 9th
6. Wednesday, August 16th
 - **SKIP DATE: Wednesday, August 23rd**
7. Wednesday, August 30th
8. Wednesday, September 6th
9. Wednesday, September 13th
10. Wednesday, September 20th