

Event Confirmation Email for LEC's

Be sure that the final details of the event are confirmed:

- Proper generator as listed in handbook is delivered by 7 am on day of concert (**Critical:** no generator = no concert)
- Confirm someone is at the school before we arrive and have door unlocked for load in at closest entrance of auditorium for both light & sound and BTG. Also be sure of this for the assembly. Have everything ready when we arrive so we can just walk in and set up.
- Confirm assembly time, etc, with Principal. Remind them we will need to set up about an hour early, and have at least 30-45 minutes to break down after the assembly.
- 6-15 strong volunteers to assist light & sound by 7 am on day of concert. (Critical) **MAKE SURE OF THIS AND THAT THEY UNDERSTAND** that if these volunteers aren't there, your team could be charged an additional charge. We need these volunteers for both SET UP at 7am & TEAR DOWN at end of concert.
- Confirm green room, volunteer room, and mentor rooms with school. Also when these rooms are available. We need the green room to be available from 7 am on. It would be great if volunteer room is available no later than school being out. Same with mentor room.
- Continental breakfast provided by 7:30 am in the volunteer room for light & sound and all volunteers present at that time. Should include things like bagels, donuts, fruit, yogurt, COFFEE, cream, sugars, possibly orange juice. Paper plates, napkins, and plastic spoons also necessary.
- Confirm lunch arrangements with the school for that day and that we will have around 20 corporate BTG staff, and add your local team who might be going.
- Confirm auditorium/gym is available to us from 7 am on.
- Confirm that you have printed off things needed: contact cards printed up (around 500 to be safe), around 200 release forms, volunteer check in list, info about banquet printed off (like a sign to promote it), room signs printed up, security incident reports, your resource list for the mentor room. Remember: all these are available at the LEC Resource page for your convenience. [BTG / LEC Resources Main Page](#)
- Don't forget your LEC Checklist also on the Resource page you can print off and it will help you for event day.
- Confirm your mentors and security people for concert day. Send final email reminding them of arrival time, etc. Remember there is a mentor meeting around 6:30 pm in mentor room. Security meeting also at 4:30 pm with BTG Security Manager. Make sure your

team members have FIRM confirmations on these volunteers.

- Be sure you have a security person being Bill Ballenger's body guard from the time doors open.
- Confirm dinner arrangements to arrive and be placed in volunteer room and green room by 4:30 pm.
- Pizza ordered after the concert would also be greatly appreciated. If no pizza, please keep food from dinner there for after concert as the team will be hungry then.
- Remind school we could be there as late as midnight packing up. Will be out no later than midnight. Hopefully, before.
- If there is a maintenance person(s) available during concert day, please get us their names, and contact info. Get to Event Manager and/or Assistant Event Manager as soon as possible. This helps us not have to bother the office or principal if we need things.
- Confirm up to 15 tables and adequate chairs for volunteer and green rooms, entrance protocol, and merch tables. Have those tables delivered and provided to BTG by maintenance when school is out for entrance protocol and merch, and in the other rooms from time of arrival at 7 am. Assuming the mentor room is cafeteria, then that room should be covered.
- Confirm at least 9-10 cases of water for concert day. Check out where they need to be placed for bands, green room, volunteer room, etc, and at assembly in handbook.