



### **George Bush Presidential Library and Museum**

Tracy Paine, Public Programs

tracy.paine@nara.gov

Jenny Pajares, Special Events Intern

jennifer.pajares@nara.gov

Carly Hicks, PR and Events

carly.hicks1@yahoo.com

office: 979-691-4014

cell: 979-450-9790

cell: 512-779-7036

cell: 979-676-0802

## **Event Logistics**

### **Volunteer Needs**

#### Volunteer tasks

- Set up drinks in concession stand
- Shuck corn
- Set up tables
- Set up barricades, cones signage
- Cook sausage
- Monitoring parking lots
- Work hospitality and first aid
- Check in for: Ticket sales, concessions (corn roasters, watermelon, ice cream, and snow cones)
- Kid zone volunteers

### **Timeline**

#### **June 27**

Blue line delivering lift

#### **June 28**

7:00 a.m. – maintenance to hang bunting in rotunda

#### **Friday, July 1**

By 5:30 p.m. – Barricades, cones, & signage deployed by TAMU Traffic Department

Bush Library and Museum staff to block parking lot for porta potties & tents.

#### **Saturday, July 2**

9:00 a.m. – 11:00 a.m. Porta potties and hand washing stations to be delivered by Texas Commercial Waste. Party Time to deliver & set up tents, tables & chairs in the south side of PA 41

### **Sunday, July 3**

8:00 a.m. - RDM to arrive to begin BVS0 stage construction and sound set up

### **Monday, July 4**

8:00 a.m. – 9:00 a.m. Rudder Theatre Complex to set up the performance stage.

8:00 a.m.- 12:00 p.m. – N-Line set up message boards and light towers

9:00 a.m. – Stage check by A&M

#### **Volunteers set up barricades, cones, signage at the designated locations on the Pre-Event Traffic & Parking Map**

9:30 a.m. - Bush Library and Museum opens (free admission all day)

1:00 p.m. – Drinks arrive and need to be setup in concession stand

1:30 – 3:30 p.m. - **volunteers to shuck corn and set up tables**

2:30 p.m.—CVB Mobile visitor center arrives at Kids' Zone

3:00 p.m. – Bounce houses arrive and set up (weighted, not staked)

Slovacek sausage truck & sausage cooker arrive

#### **Parking volunteers arrive and sign in at Hospitality Tent**

Fireworks crew arrives & starts setting up

3:30 p.m. – **Volunteer sausage cookers to arrive, set up, and start cooking when necessary to serve at 5:30 p.m.**

Paw Paws train arrives and set up

All equipment and fireworks start inspections

4:00 p.m. – **Volunteers begin monitoring parking lots and Barbara Bush Drive closes**

Kettle corn and roasted nut vendors arrive and set up

4:30 p.m. – **Hospitality/First Aid tent volunteers arrive**

Health food inspector arrives

Watermelon truck arrives

#### **Volunteers for watermelon arrive and set up**

#### **Volunteers for corn roaster arrive and start cooking**

Texas best selfie photo booth arrive & set up

4:45 p.m. – “Charity & Thunderfoot” arrive for balloon twisting in the rotunda

#### **Boy Scouts arrive to practice flag posting in the theater**

#### **Volunteers for drinks, ice cream, snow cones, and Paw Paw’s Train check-in and get setup**

5 p.m. – Flag raising and history of the American Flag by Knights Templar

#### **Volunteers for ticket sales check-in and get setup**

#### **Watermelon served free to public**

Conlee-Garrett truck arrives at Bush Library, unload and set up on stage

Auditorium in George Bush Library and Museum closes except to BVS0 musicians

5:30 p.m. – **All concession stands open**

Texas Best Selfie Booth open

#### **Paw Paw’s Train starts**

Emcee arrives

5:45 p.m. – **All volunteers for Kids' Zone show up**

5:50 p.m. – **Presentation of colors by Boy Scouts**

5:55 p.m. – Prayer

Singing of the national anthem

6:00 p.m. - Entertainment starts with Xchange for performance set #1

**Kids' Zone opens**

6:45 p.m. – Xchange completes performance set #1

6:45 – 7:00 p.m. – 15 minute performance break

7:00 p.m. - Xchange starts performance set #2

7:00 p.m. –Shel Winkley arrives with weather truck

7:45 p.m. - Xchange completes performance #2

8:00 p.m. – Entry to Bush Library and Museum closes

8:15 p.m. – All visitors exit Bush Library and Museum building, Musicians report to stage

8:30 p.m. - **Kids Zone, Texas Best Selfie Booth, & Paw Paw's Train closes**

Bounce houses, Texas best selfie photo booth, & Paw Paw's train removed

8:30-9:20 p.m. – **Glow stick sales – (need 6 groups of 2 for a total of 12)**

8:30 p.m. - Congressman Bill Flores speaks

8:45 p.m. - The national anthem played by the Brazos Valley Symphony Orchestra

8:50 p.m. - The Brazos Valley Symphony Orchestra performance begins

9:15 p.m. – **All parking volunteer finished**

9:20 p.m. – **Concessions close**

9:25 p.m. – Lights out

9:30 p.m. – Fireworks show begins

9:46 p.m. – Fireworks show ends

9:50 p.m. – Conlee-Garrett truck to arrive for BVSO equipment

RDM to remove all A/V equipment

**Tuesday, July 5**

7:30 – 9:00 a.m. – **Volunteers cleanup of grounds**

Stages & tents, MBs, LTs, Porta potties removed by vendors

Barricades, cones, & signage removed by TAMU Traffic Department