

# SET UP WCS | WEDNESDAY JULY 9

## GOAL:

- to remove all possible indicators of “school” (cover, hide, move unnecessary furniture – equipment – school supplies out of sight) by moving items into “storage” or setting up pipe & drape to block view
- create the VISTO look in each space that inspires interest, or curiosity

## NOTES for everyone:

- Lunch can go in fridge in kitchen
- Personal items can go in gym for today
- No set up in lobby or kitchen until this afternoon when paint dries
- Set up far end of hallway & classrooms in the morning
- We do NOT use any WCS items unless confirmed with K2K staff
- “storage room” we have to use is just past the double-doors on the left side (across from Staff Room) – pile, stack, whatever you need to do
- Within this “VISTO storage room” keep 3 folding tables, adult tables available for easy access for BBQ’s

### Pipe & Drape

- Important to treat pipe and drape carefully so we do not break (rods get lifted on & off posts simultaneously)
- Short drapes for use in classrooms
- Long drapes for use in Gym

## Maggie & Adalia | Hallway past double doors

All items in hallway moved to “storage room”

1. Move piled chairs to “storage room”
2. Move boots, bags, cupboards, file cabinet and storage boxes to “storage room”
3. Cover bulletin board with tablecloth (orange, blue or teale) – stapler
- 4.

## Maggie & Adalia | Green Room

- Set up 2 tables with chairs
- Set up pen, pencil, marker pots
- Make room look intriguing with all theme materials
- Put all Small group totes in this room

## **Gloria & Makayla G | Marquee Signs**

In gym, find small marquee signs, table & chair....

Hot Glue light strings around each marquee sign by attaching the “light bulb” to each spot on the sign (go around and around) – leaving enough cord for the battery pack to be tucked behind the sign

## **Mikayla V & Annabelle | Backstage Set Up**

1. All mats from gym wall get folded and stored under stage
2. Remove all benches and put along wall
3. Install VISTO feather flag on green space near driveway closest to Starbucks (sledge hammer is helpful for install)
4. Attach signs for each theme & VERA on the wall Backstage (SIGNS: Identity, Belonging, Purpose, Creativity, VERA)
5. Put all Opening Supplies, Daily Challenges totes backstage
6. Put all Showcase totes backstage
7. Put wheel of fortune / Misfortune backstage
8. Put all VERA supplies in her area
9. Would it be easier to have small tables in each area to keep items readily available and avoid losing or damaging items

## **Erin | Staff Room**

- Pile posters, LCD projector, Books, totes, bins stand etc into the photocopy room off the staff room
- Put brown chairs into photocopy room
- Clear off all tables and coffee table
- Put grey chairs that are already in room around the tables
- Coat Hanger area - Move totes, umbrellas and boxes to Photocopy room area
- Set up camera, gimble and carry cases – on counter
- Unplug Keurig and kettle, soap away

## **Abby & Brielle | Prop Shop**

- Find & Set up 2 taller tables with chairs near “windows
- Set up 3 round / smaller tables with chairs near “blackboard”
- Clear off coat racks and shelves beside racks
- Tuck classroom materials and supplies onto lower bookshelves
- Cover lower bookshelves with black cloth
- Cover bulletin boards / blackboard with plastic tablecloths (stapler)

- Set up pipe & drape along far wall to hide classroom furniture and provide space for VISTO craft items to be located (maybe 2-3 tables available for VISTO supplies)
- Set up paint, crayons, markers, pens and pencils – all craft supplies around room and on cabinet
- Sample crafts from past years displayed here too.
- Put all craft totes & game totes in this room
- Place 2 portable coat racks and box of plastic hangers in this room (for tie dye shirts), plastic totes, screens
- Gather all tie dye paint and put in room

### **Seth & Bella | Music Hall**

- Find and set up intermediate chairs & table for LCD projector
- Set up keyboard, stand
- Set up pipe & drapes in small space of room (teacher items hidden behind)

### **Olivia & Gloria | Black Box**

- Consider a mat on floor (?)
- Set up pipe and drape around perimeter of room – partial perimeter
- String lights along pipe & drape
- Move VISTO Vault to black box
- Set up Identity supplies and consider anchoring / hanging or displaying other elements being used other weeks

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## ?? | Lobby

- Cover table under the cabinet with a black tablecloth to hide merch underneath
- Set up merch
- Black frames and pictures on wall shelf (the Company)
- Hang tinsel onto light pipe & drapes (note: one stand is 3 posts & 2 rods)
- Tinsel gets doubled and peeled / taped onto rod
- Directors chair, on aid sign
- Tidy up hanger area “Wardrobe”

## Naomi | Kitchen

- Store First Aid, wristbands, theme stickers, ipads on counter
- Store under cabinet – campers shirts, birthday glasses