

PLANNING MEETING TO DISCUSS SET-UP, JUNE 30, 1994
UPSHALL'S 7:30 - 10:00 am

PRESENT: Phil Humphries, Bob Matthews, Brian Parry, Alan & Gretta Upshall

THURSDAY, 1 September 1994

Must contact Bellevue police department re the weekend ✓

3.4.1. Welsn Marketplace Set-up 6:00am - 1:00pm - Hyatt Regency A&B

Gwynna's responsibility

NEEDS:

- 20 tables
- pipe & drape (not our responsibility)
- 1 volunteer on site during set up re any questions
- need checker to ensure lay out is correct

3.4.2. Mount Rainier Tour 7:00am start

1 bus will pick up from Hyatt, 1 from Bellevue Inn. Check numbers at each hotel. Start bus at Hyatt, send on to Bellevue Inn.

Liz's responsibility

NEEDS

- 1 ticket taker at Bellevue Inn) *Could be same person*
- ~~2 ticket takers at Hyatt~~
- list of people from both hotels
- volunteer on hand to assist people onto buses
- ~~checker~~
- ~~1 extra ticket seller inside hotel if needed~~

*1 volunteer + Liz
At start of tour*

1 volunteer/tour

3.4.3. Registration set up -

Primarily Steve's responsibility

NEEDS

- room needs to be opened up - Steve's putting in computers / extension leads
- ask Steve when he wants his boxes moving in - he'll need vol help ✓
- hotel needs table set up plan ✓
- signs ready for Hyatt to hang them if necessary
- Steve will arrange his own manpower

Meyden Table arranged.

Steve inside Room.

3.4.4. Information Centers set up

Phil volunteered to take charge

NEEDS

- to create a 2 hr shift roster to man booth - 2 on at a time
- full packets of information will include map, schedule of events, shuttle bus schedule, information re tours/seminars, 911 emergency service on info sheet
- 1 person to interact with hotel with check list
- don't need Meydenbauer desk set up until Friday
- need information at Bellevue Inn

1 Liz: packet of info

3.4.5. Banner/Signs/Decoration Installation

Marc & Heidi Ensley's responsibility - CAN THEY START WEDNESDAY? OR CAN A VOLUNTEER GET STARTED?

NEEDS

to work with the Hyatt, Meydenbauer and Bellevue Inn
to have a plan available
checker
must have directional signs
signs for shuttle buses - shuttle bus stops here!
registration signs also banquet ticket exchange sign
signs saying 'hymnal sales, audio sales, ticket sales
seminar signs
need portable sign poles

Sign Makers

3.4.6. Shuttle buses

Primarily Liz's responsibility

OK

NEEDS

bus schedules at information desk - 1st day Liz needs to ensure everything is working
signs
1st day 1 volunteer at each location
no need for bus ushers

3.4.7. Ballroom Set-up ready for opening night/Noson Lawan

NEEDS

a checker with list to make sure everything is in place at 4:00
when complete he needs to check with Tim - @ 4:30 makes sure mikes are in working order
need a contact person with the hotel
hotel needs a list of checkers
Tim/Brian? will be drawing up plans to give to hotel re chair arrangement - will depend on number of people
stage needs to be checked for dimensions - risers if we can
decorations in hall
piano tuned?
flag stands on stage

3.4.8. Tea Room

Mary's responsibility

NEEDS

rota for tea room duties posted on wall
someone to interact with hotel (C. Schronk) to ensure supplies are replenished
plan of tables set up

VOLUNTEER BASE

NEEDS

lockable room
easy chairs
cots?
tea/coffee
coat rack
regular chairs
newspapers
tables

No Valuable

3.4.9. Registration

NEEDS

- Steve needs to have access to hotel safe
volunteer rota

3.4.10 Information centers as set up

3.4.11 Bus shuttle

Make sure extra buses arrive

3.4.12 Welcome to Puget Sound Concert - Staging - Tim

NEEDS

flags - US, Canadian, Welsh, WA State
checker at approx 4:00
6 ticket takers
4 ushers
doors open 6:15
people involved in procession congregate outside - Ellis, Alan
Joel, Mayor, flagbearers outside by 6:50
early afternoon rehearsal
someone to check te bach set up by hotel 30 mins before end

3.4.13 break between opening concert and Noson Lawen

NEEDS

table set up plan
4-8 guides to direct to tables
who's responsible for determining # of Welsh cakes brought out?
at least 3 areas set up (double sided) for easy access
~~can we store Welsh cakes in hotel freezer?~~

Mary

3.4.14 No-host bar

NEEDS

where to set it up?

3.4.15 Noson Lawen

NEEDS

WA state flag

Flag transporter

3.4.16 Shuttle bus - extra buses from Bellevue Inn to Hyatt

3.4.17 Informal singing

Loose - Piano will be provided

PLANNING MEETING TO DISCUSS SET-UP, JULY 3, 1994
UPSHALL'S 9:00am - 2:30pm

PRESENT: Phil Humphries, Bob Matthews, Brian Parry, Alan & Gretta Upshall

FRIDAY, 2 SEPTEMBER 1994

3.5.1. WNGGA Roundtable Breakfast - this is organized by the President of WNGGA, Ellis Jones. Location probably in the Wintergardens - Alan will ask if this location is suitable. A PA system will be needed.

3.5.2. Shuttle bus - as Thursday

3.5.3. WNGGA Ex. Committee Meeting - not our responsibility

3.5.4. Welsh Marketplace and Tea Room - Stall holders can have access from 8:30, doors open to public at 9:00. Must determine who has the key to unlock doors.

3.5.5. Registration - as Thursday

3.5.6. Information Centers

NEEDS

set up information at Meydenbauer
use information booth to sell tickets for folk concert
boxes of information ready to replenish stocks

3.5.7. Scenic Seattle Tour

NEEDS

1 person at door to direct to buses (Hyatt doorman?)
buses need to have signs (clearly visible) as two tours leave same time
2 volunteers need per bus to count heads/take tickets
tickets need to be torn in 1/2 - give them to Steve?
each volunteer has an alphabetical list names can be highlighted/
crossed off and list handed to bus driver
volunteers needed outside the hotel 30 mins before tour time
Liz needs to find out where buses stop

3.5.8. Museum of Flight - as previous tour

3.5.9. Seminar - Wales Today

NEEDS

All seminars will need signs - possibly flip charts on easels
name of seminar, time etc written boldly on tear off sheet -
checker sets it up, tears off sheet at end of seminar portable
mikes needed in all seminar rooms
checker needed 1 hour before seminar begins to check mikes,
screens, projectors if needed - no audio visual aids are needed
for this seminar.

checker needs list of requirements for each seminar speaker
1 volunteer to take tickets - can also attend seminar
volunteer needs to have a hotel contact name in case replacement/
repairs are needed - talk to hotel

3.5.10 Seminar - Welsh Names - no extra special equipment needed

3.5.11 Intro Folk Dancing do in ~~Meydenbauer?~~ ? *Wileyden*

NEEDS

1 vol ticket taker
checker
mike
tape recorder?

3.5.13. Beginning Genealogy - logistics same as others

3.5.14 Vacations in Wales

NEEDS

1 ticket taker
checker
TV
VCR
Slide Projector

3.5.15 Welsh Cooking

NEEDS

1 vol/ticket taker who will respond to any equipment failure
checker
clip on mike?
ingredients?
hot plate?

3.5.16 Frugal Gourmet
See Liz

3.5.17 Harbor/Waterfront Tour - as other tours

3.5.18 Black Diamond - as others

3.5.19 Part Singing tenor/bass

NEEDS

list of hymns to practice from Eifion and Mary
music stand
hymnals will be available for purchase from PSWA booth

3.5.20 Advanced Genealogy

3.5.21 Advanced Folk Dancing - seminars as previous

3.5.22 WNGGA Board Mtg
one room will be allocated to WNGGA for the weekend - we have no responsibility for this

3.5.23 Welsh names

3.5.24 Eisteddfod - seminars as previous

3.5.25 Part singing

3.5.26 Wales Tourist Board Reception will take place before banquet. Provided by the WTB will be finger food and a host bar. We need to draw up a list of 60 for this reception. These will include brd of trustees, ASWA board, exec board, seminar speakers, VIP's. Alan needs to clarify who does the food ordering.

3.5.27

3.5.28 shuttle buses - need to look more closely at the times

3.5.29 no host bar to be set up and manned by the Meydenbauer

3.5.30 3.5.31 Grand Banquet/Folk Concert

NEEDS

name tabs for head table ✓
need a diagram of table set up - ^{floor} plans suggested
approximately 70 tables in rounds
some tables will be reserved
need a list of reserved spots
mike and podium for head table
small frontal stage with drapes
ticket table set up for folk concert sales
sound system set up by mid day
checker
4 ticket takers
tables need to be clearly numbered
2 or 4 volunteers to help people find seats
need to know where phones are in case of emergency

At end of banquet the front stage, drapes, headtable will be removed. Extra table rounds will have to be brought in to seat head table. Room will not be cleared between events. An announcement will be made that there will be a break for room set up - men will be told to take tickets with them when they leave the room (need them to get back in). Empty tables will be brought in for newcomers - these will be unnumbered. Alternative: put up all tables, empty ones to one side, ready for folk concert, save time moving tables in.

3.5.22, 3.5.23 Shuttle

3.5.24 Informal Singing

At Wintergarden or Larch - make sure there's a piano

SATURDAY, 3 SEPTEMBER 1994

3.6.1. Ninnau Breakfast

NEEDS

a room

Arturo will contact hotel re menu

3.6.2. 3.6.3. Shuttle Bus - as Friday

3.6.4. Gymanfa Director's meeting - Tim has been assigned a room

3.6.5. WNGGA Membership Meeting - as planning guide

3.6.6. Welsh Marketplace & Tea Room

3.6.7. Registration

3.6.8. Harbor Tour

3.6.9. Black Diamond

3.6.10 Information Ctrs.

3.6.11 Part singing

3.6.12 Wales Today

3.6.13 Beginning Genealogy

3.6.14 Eisteddfod Seminar ALL AS FRIDAY

3.6.15 3.6.22 Eisteddfod

NEEDS

ticket takers

checkers

volunteers to organize choirs for staging

lights

ushers

risers

lights for theater

piano & room for rehearsals

need schedule for when room is available for rehearsing

ASK MEYDENBAUER IF PEOPLE CAN PRACTICE IN THEATER WITHOUT EXTRA COST

3.6.16. WAY activities - Carrie?

NEEDS

checker

sound system

3.6.26. Grand Concert

NEEDS

sound system checked at 6:00

3 tables at 6:30 for ticket sales - 4 people

6 ticket takers

2 directors

4 people handing out souvenir brochures

2-4 ushers

2 vols to remain at door all night (free tickets)

reserved block of seats for volunteers

tables for cd & tapes sales for choir

water available in warmup room

3.6.27. Reception

Catered reception at Meydenbauer for choir only - we need to arrange for sandwiches. The no host bar will be at the Hyatt - the reception will be held there.

Sunday, 4 September

3.7.1. WNGGA Board Meeting - not our responsibility

3.7.8. Church Service

NEEDS

print off copies of the order of service
2 checkers
ask other societies to be ushers - need B to escort people to seats and for collection
4 section seating for church service
collection baskets
early Sunday we need the floral decorations - an arrangement at either end of stage. Roses are needed for the memorial service
table off center with 2 crystal vases for memorial service
2 podiums/drapes
Liz's cross

3.7.9 Gymanfa Ganu - ticket will be in registration packet

NEEDS

3 tables set up for hymnal sales, ordering audio tapes, ticket sales - \$5 total for both sessions (3 vols for each table)
6 ticket takers
10 ushers
1 checker
3 hosts (to encourage people to sit in right section)
reserve seats for special music people
reserve seats in right sections for volunteers
podium for director
In afternoon Alan's responsibility to gather dignitaries together to start on time - Bob's in evening
Bev will start organ recital 10 mins before Gymanfa

3.7.10 Buffet supper

NEEDS

buffet style set up
rounds set up on other half of exhibit hall
people to direct
15-20 volunteers watching to help
6 ticket takers
checker

3.7.11 Evening gymanfa

NEEDS

choir needs changing room with water or juice
rest as afternoon

JOB DESCRIPTION
EIGHT CHURCH USHERS
Meydenbauer Center
Morning, September 4, 1994

VENUE: Exhibit Hall

The half of the exhibit hall to be used will be set up for the gymanfa ganu, with seats in a fan formation. Curtains will mark the portion of the hall to be used for the church service, The congregation will be arranged in four groups of chairs, with three internal aisles and two external aisles. Ushers may reserve seats for themselves, and will reserve voice section seats for other gymanfa volunteers as requested.

TIMING

The service will be preceded by an organ prelude, beginning at 9:50 a.m. Worship will begin at 10:00 a.m. It is very important that the seating be efficiently done, with seats for late comers held open nearest the entrance, so their arrival will not disrupt the service.

The ushers must be available at 9:15 a.m., organize for the job quickly, and be ready to seat early comers.

HEAD USHER

One usher will be designated as Head Usher, to organize the group to insure that all the tasks are done.

TASKS

The first duties of the ushers will be 1) to indicate the seating that is available and 2) to hand copies of the worship program to those who need them. The center two groups of chairs should be filled first, the ushers encouraging people to fill in those groups. The section farthest from the doors will be filled next.

While there are large blocks of unoccupied seats, the ushers job will be an easy one. When all the groups of chairs are largely occupied it will be the duty of the ushers to indicate where seats are available, and to lead people to them.

The second duty of the ushers is to take the offering. for that task, two ushers should be in each interior aisle and one each on the external aisles. They will come forward to the platform, when directed, will stand there while the offertory prayer is said, then move down the aisles, passing the collection baskets through each row. The baskets will be turned over to the gymanfa ganu committee treasurer (or his representative) at the rear of the congregation for safeguard and count.

When that is completed, the usher's duties are done.

(GYMANFA GANU HYMNAL SALES MAY TAKE PLACE IN THE EXHIBIT HALL LOBBY, BEGINNING AT 9:15 A.M., SEE THE SALES VOLUNTEERS JOB DESCRIPTIONS)

JOB DESCRIPTION
TEN GYMANFA USHERS
Meydenbauer Center
Sunday, September 4, 1994
Afternoon

VENUE: Exhibit Hall

Seating is assigned, in a general way, for those determined to sing with others with the same voice range, and specifically as stated below.

The chairs for the congregation will be arranged in a fan formation, with four groups of chairs in front of the stage, each ten seats wide, marked with signs indicating which group is reserved for sopranos, altos, tenors and basses. Some seats in the front row of each voice section will be reserved for the gymanfa chair, gymanfa president and, in the afternoon, the two soloists performing special music. Seats may also be reserved for the ushers and other volunteers as they wish. All other seating will be utilized for those who do not choose to sing in a voice section.

TIMING

The afternoon gymanfa will begin at 2:00 p.m. and should end at 4:30 p.m. followed by a Sunday supper.

Ushers should be present and ready to seat attendees by not later than 1:15 p.m. They may go to their chosen seats as soon as the singing begins.

HEAD USHER

A head usher will be designated. The head usher will assign ushers to aisles, and the hosts their posts, and coordinate their efforts.

TASKS

The ushers will have two duties for the afternoon. First, they are to do their best to save the seats in the voice sections for those who are serious in their intent to sing in their specific group, encouraging those who are not that dedicated to sit elsewhere. Second, at the end of the afternoon session, they will direct people to the exits and, for those who have purchased the Sunday Supper, direct them to the dining area.

Past experience is that some people try to seat themselves in the best seats, in front of the stage, disregarding our wish to create voice sections even if they do not intend to sing. They should be politely asked to move to the wings, saving the center for the voice sections, or to the rear of the voice sections. If they insist they will remain, there is little we can do.

In some cases, couples and pairs of friends do not want to sit separately. In those cases, the ushers should ask, "Which of you has the strongest voice? Please, then, sit in that voice section."

EVENING SESSION

USHERS FOR THE EVENING SESSION SHOULD BE PRESENT AND READY BY 6:15 P.M. THE EVENING SESSION IS SCHEDULED FOR 7:00 P.M. TILL 10 P.M. THE USHERS FOR THE EVENING SESSION WILL AGAIN DO THEIR BEST TO SAVE THE SEATING IN THE VOICE SECTIONS, AND HOLD THE RESERVED SEATING AS INDICATED ABOVE. THEY WILL HAVE NO OTHER FUNCTION.

JOB DESCRIPTION
THREE HOSTS
Gymanfa Ganu
Meydenbauer Center
Sunday, September 4, 1994
Afternoon and Evening

VENUE: Exhibit Hall

Hosts will be stationed inside the entrances where all entering must go past them.

Ushers will reserve seats in the voice sections for the hosts, as requested.

TIMING

The afternoon gymanfa session will begin at 2:00 p.m. and end at approximately 4:30 p.m.

Hosts should be present and ready by 1:15 p.m.

TASKS

The hosts compliment the tasks of the ushers by announcing to those arriving, " Tenors, sopranos, basses and altos, the ushers will seat you in your voice section in the center."

The intent is to put people on notice that there is a voice seating, and that is what the ushers are there for.

If a host finds a way to accomplish that by other means than the patter, above, feel free to try it and share it if it works.

Hosts may take their seats when the singing starts.

At the end of the afternoon session, the Head Usher may use the hosts to direct the crowd to the exits and to the location of the supper.

EVENING SESSION

HOSTS FOR THE EVENING SESSION SHOULD BE PRESENT AND READY AT 6:15 P.M. THE TASKS FOR THE HOSTS AT THE EVENING SESSION ARE THE SAME, AS ARE THE PROVISIONS FOR RESERVED SEATS. THE HOSTS EVENING TASKS ARE FINISHED WHEN THE SINGING BEGINS

JOB DESCRIPTION
SIX TICKET CHECKERS
Gymanfa Ganu
Meydenbauer Center
September 4, 1994
Afternoon and Evening

VENUE: Exhibit Hall

Two ticket checkers will be at each of the three south doors to the portion of the exhibit hall in use. Ushers will reserve seats in the voice sections for the ticket checkers, as requested.

TIMING:

Ticket checkers should be in place by 1 p.m. in the afternoon and by 6 p.m. in the evening.

TASKS:

All people entering the hall should have a ticket to gain admittance. The tickets will be marked for the afternoon and the evening sessions. Should someone appear without a ticket, he/she should be directed to the ticket sales table, where a ticket may be purchased or where a replacement ticket may be issued.

TICKET CHECKERS, EXCEPT FOR ONE, MAY JOIN THE CONGREGATION AFTER THE SESSION HAS STARTED AND THE WANING INFLUX OF PEOPLE MAKES IT POSSIBLE

JOB DESCRIPTION
NINE SALES VOLUNTEERS
Gymanfa Ganu
Meydenbauer Center
Sunday, September 4, 1994
Afternoon and Evening

VENUE:

Lobby of the exhibit hall:

TIMING:

45 minutes prior to the afternoon and the evening session of the gymanfa ganu.

TICKET SALES: (THREE PER SHIFT)

Sell tickets at a table located in the center of the lobby, just opposite the entrances to the exhibit hall.

Sell tickets to those without them.

Will be supplied with a roster of registrants to verify that and issue complimentary tickets to those who have lost or forgotten theirs.

Dispose of money collected as directed by the 1994 Gymanfa Ganu Committee Treasurer.

GYMANFA HYMNAL SALES: (TWO PER SHIFT)

Sell The Welsh National Gymanfa Ganu Association, Inc. Welsh and English Hymnal at a table located in the flow of gymanfa ganu traffic, but at a sufficient distance from the ticket sales and ticket checker location so as not to create a traffic problem.

THIS SALES GROUP MAY ALSO BE EMPLOYED PRIOR TO THE CHURCH SERVICE IN THE MORNING, BEGINNING AT 9:15 A.M., FOR SALES OF GYMANFA HYMNALS TO CHURCH GOERS.

GYMANFA GANU AUDIO TAPE SALES: (THREE PER SHIFT)

Will be at a table located within the flow of traffic into the gymanfa ganu area, but at a sufficient distance from ticket sales, ticket checkers and hymnal sales so as to reduce congestion.

Will take orders for an audio record of the gymanfa ganu.

Using forms prepared for the purpose, will take prepaid orders for tapes, disposing of the money collected as directed by the Treasurer of the 1994 Gymanfa Ganu Committee.

When asked, give out order forms which can be sent in at a later date for audio tapes.

CHAIR ARRANGEMENT
CHURCH AND GYMANFA

PLATFORM

GYMANFA
VOICE
SECTION
10
SEATS
WIDE

GYMANFA
VOICE
SECTION
10
SEATS
WIDE

GYMANFA
VOICE
SECTION
10
SEATS
WIDE

GYMANFA
VOICE
SECTION
10
SEATS
WIDE

OTHER
SEATING

CONGREGATIONAL
SEATING
AT
JUNCTION

OTHER
SEATING

FOR THE GYMANFA,
THE DRAPES WILL CONCEAL
THE WALL ON EITHER
SIDE OF THE
PLATFORM

FOR THE CHURCH SERVICE,
DRAPES WILL DELIMIT THE
OUTER BOUNDARIES OF THE
CONGREGATION - FORMING

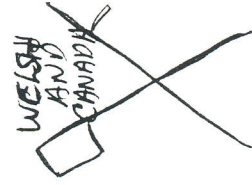
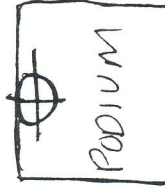
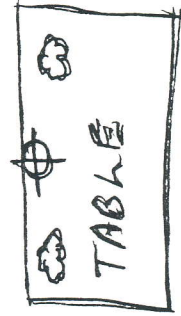
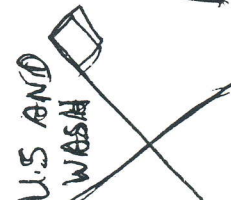
PLATFORM
MEYDENBAUER CENTER
CHURCH SERVICE

SHELL

CHOIR AREA

RISERS AND

CHAIRS



⊕ MICROPHONES (HOWEVER MANY ARE NEEDED)

🌸 CRYSTAL VASES

PLATFORM
MEYDEN BAUER CENTER
TYMANFA GANU

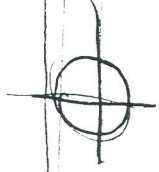
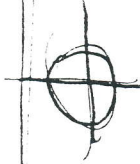
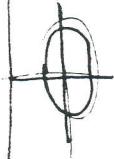
SHELL

CHOIR AREA

RISERS

AND

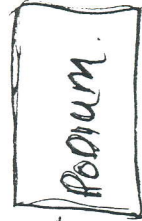
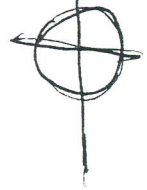
CHAIRS



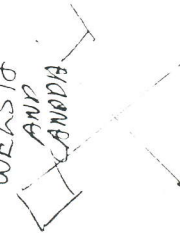
CHAIRS



US AND
WASH



WELSH
AND
CANADA



Flowers



MICROPHONES

(SMALL. ONLY NOT...)

ENTRANCE
(LOCKED?)

PLATFORM

CHURCH AND
GYMANFA VENUE
USHERS
EXHIBIT HALL

TICKET
SALES

W

HOSTS

THREE
ENTRANCES

30 foot high wall, fabric COVERED

AUDIO
SALES

W

THREE
ENTRANCES

THURNAL
SALES

LIGHT
SUPPER
LOCATION

EXHIBIT HALL

EXHIBIT
HALL
LOBBY

W

SOUTH
ENTRANCE