

To: All Staff & Resident Staff
From: Ray Bagnuolo
Date: October 30, 2011

Subject: Week of October 31, 2011

Hello Everyone:

Please read through the outline for this upcoming week of schedule changes.

As staff, you and one guest are invited to all the performances. Since these are all fund raisers, I will need to know by Wednesday whether you will be attending and the name of your guest. Only those with tickets will be admitted, so I will arrange for your complimentary tickets or to have your name on the list to attend.

You will notice major shifts in movement to accommodate the activity and flow without canceling any meetings or other commitments. Please consider yourselves problem-solvers, as needed, doing your best to keep the tone light and welcoming, even if the moment seems otherwise.

We also have need of volunteers for Friday Evening for the *Daytime Meets Nighttime Event*. If you are interested in helping out, please let me know. We need help at a concession stand and in assisting with the flow of guests and answering questions and such.

Lastly, we have an opening for a resident to provide hospitality at the desk for Sunday, November 6, 2011 from 1 PM until Midnight. These hours can count toward your monthly total, or we will pay \$12 per hour for the coverage - \$2 more than our usual hourly rate. Please let Annie or Frank know if you are available. This is a first-come first-served offer!

Additional GOOD NEWS! We turn the clock back on Sunday morning, so a little more rest, even on a busy day.

If you notice anything in the packet that needs attention, please let me know.

I can't think of a better organization than ours to handle the complexities of movement and staging of the week ahead!

Thanks for your help in supporting this major source of funding for the last months of 2011.

Sincerely,

Ray

Jan Hus Presbyterian Church and Neighborhood House
Hospitality & Staff Notice – For General Distribution
For the week of October 31, 2011: Changes:

Please note changes and event schedules for the following:

Korean Baptist Church Meeting
All Out Arts Rehearsals and Festival
Day Meets Night – Major Fund Raiser for Jan Hus Outreach
Changes in Locations for 12 Step Meetings
Open Mic Comedy Night

Changes in Bold

Monday, October 31, 2011

4:30 – 6:30 P.M. Bible Study, Korean Baptist Church in the Sanctuary

6:00 – 7:00 P.M. OA: Masaryk Room (as scheduled)

7:00 – 8:00 P.M. AA Monday Women in Kitchen (as scheduled)

7:00 – 8:00 P.M. AI Anon in Sanctuary (as scheduled)

7:15 – 8:15 P.M. AA Big Book Study in Masaryk Room (as scheduled)

Note: The Korean Baptist Church should be permitted to use the Pisek Hall bathrooms after 5:00 (or as soon as Carter Burden has finished their day). This will likely be a large crowd.

Maintenance Folk:

Please make sure there are ample supplies in all washrooms to accommodate this group.

All Out Arts Monday Schedule for Monday

5:00 – 8:15 P.M. Tech set-up in Pisek Hall/Theater

8:15 – until done Tech set-up in Sanctuary

Note: Hospitality desk should close at regular hours, following the AA Big Book Study. Please close up gate and lock all doors. All Out Arts is welcome to stay later, if they need to. Also, they may decide to spend more or less time in one area as the tech needs require. The only limit is that they cannot enter the sanctuary until 8:15, after the AI Anon meeting has finished.

Tuesday, November 1, 2011

Changes in Bold

2:00– 4:00 P.M. Pianos tuned in both Pisek Hall and Sanctuary

4:00 – 5:30 P.M. Corbin's Crusaders in Gym (as scheduled)

4:45 – 6:45 P.M. Sunrise Aikido in Sanctuary (as scheduled)

5:45 – 7:00 P.M. Community Dinner in Pisek Hall (as scheduled)

6:00 – 9:00 P.M. Kendo in Gym (as scheduled)

6:30 – 8:00 P.M. CODA in Masaryk Room (as scheduled)

7:00 – 8:00 P.M. FAA meets in Room 105 (as scheduled)

Note: Corbin's Crusaders leave the building between 5:30 and 5:45 P.M. Please work to keep a path in the lobby and vestibule so the kids can leave easily.

All Out Arts Schedule for Tuesday

6:45 P.M. All Out Arts tech folk will begin arriving and can be given access to the stage through the hall.

7:00 – 7:15 P.M. Rehearsals begin in Pisek Hall for Darby Day and/or Goodbye Tarzan.

Note: Hospitality desk should close at regular hours, following Kendo NYC. Please close up gate and lock all doors. All Out Arts is welcome to stay later, as needed.

Wednesday, November 2, 2011

Changes in Bold

6:15 – 7:15 P.M. AA We Humanists meet in Sanctuary

6:30 – 7:30 P.M. OA A/B in Masaryk Room (as scheduled)

8:00 – 9:00 P.M. AA Meditation in Masaryk Room (as scheduled)

All Out Arts Wednesday

5:00 P.M. Tech: Coalition and Variety Show in Pisek Hall.

Note: Hospitality desk should close at regular hours, following AA 9:00 P.M. Meditation meeting. Please close up gate and lock all doors. All Out Arts is welcome to stay later, as needed.

Thursday, November 3, 2011

Changes in Bold

4:00 – 5:30 P.M. Corbin's Crusades in Gym (as scheduled)

4:45 – 6:30 P.M. Sunrise Aikido in Sanctuary (as scheduled)

6:00 – 9:00 P.M. Kendo NYC in Gym (as scheduled)

6:15 – 7:15 P.M. SCA Meeting in Masaryk Room (as scheduled)

8:00 – 9:00 P.M. AA Wednesday East in Kitchen (as scheduled)

8:00 – 9:00 P.M. AA Yorkville in Masaryk Hall (as Scheduled)

All Out Arts Thursday

5:00 P.M. Tech for Good-bye Tarzan in Pisek Hall.

7:00 P.M. Performance: Reading Good-bye Tarzan

Note: This will be a *performance night*.

- Expect guests to begin arriving sometime after 6:30 P.M.
- Please welcome and accommodate them in the lobby as best you can until the doors open.
- Door to Pisek Hall should be closed during performance.
- Please encourage groups leaving during this time to do so quietly.
- Close up as usual following the AA Yorkville Meeting.

Friday, November 4, 2011

Changes in Bold

6:00 – 8:30 P.M. Kendo NYC in Gym (as scheduled)

6:30 – 7:30 P.M. AA Friday Central moved to Classroom – 2nd Floor

8:00 – 9:00 P.M. AA Gay & Lesbian moved to Classroom – 2nd Floor

All Out Arts Friday

Anytime after 3 P.M.

Preparation of Masaryk Room for *Women’s Invitational Poetry Reading*.

8:00 P.M. Performance: *Women’s Invitational Poetry Reading* in Masaryk Room

Daytime Meets Nighttime – Fund Raiser for Jan Hus Outreach

After Noon Tech set-up in Sanctuary for Meet n Greet

After 1:30 P.M. Tech set-up in Pisek Hall for performance; Ticket Management; and Refreshments Center

7:00 P.M. Doors Open for Meet n Greet in Sanctuary and/or Pisek Hall as directed by organizers of Jan Hus personnel.

8:00 P.M. Performance

Note: There will be two events and performances going on simultaneously. It should be a fun night and if you would like to attend, please let Ray know.

- Expect guests to begin arriving sometime after 6:30 P.M.
- Please welcome and accommodate them in the lobby as best you can until the doors open. Organizers will direct people to Meet n Greet or Theater, based on the schedule.
- Door to Pisek Hall should be closed during performance.
- Please encourage groups leaving during this time to do so quietly.
- Gates should be secured after the Women’s Invitation Poetry event. If that ends after 9:15 P.M., Jan Hus Personnel who are present will secure gates.

Saturday, November 5, 2011

Changes in Bold

- 7:30 – 8:45 A.M. AA Baffled Lot in Rear Sanctuary (as usual)
9:00 – 10:30 A.M. OA SAM in Masaryk Hall (as usual)
9:15 – 10:15 A.M. AA Sober Women in Sanctuary (as usual)
9:30 – 10:45 A.M. AA Women’s Group in Kitchen (as usual)
11:00 – 12 Noon AA Perseverance in Masaryk Room (as usual)
12:30 – 1:30 P.M. AA I Am All In Masaryk Room (as usual)
2:30 – 6:30 P.M. Kendo NYC in Gym (as usual)
4:45 – 6:00 P.M. OA Hope in Masaryk Room (as usual)
7:00 – 8:00 P.M. AA Madison 73 Group 1 in Masaryk Room (as usual)
7:00 – 8:00 P.M. AA Madison 73 Group 2 in Rear Sanctuary (as usual)
7:00 – 8:00 P.M. AI Anon in Kitchen for this night only

All Out Arts Saturday

Anytime after 1:30 P.M.

Preparation of Pisek Hall for evening performance.

2:30 P.M.

Performance: *Derby Day* (Reading) in Pisek Hall

7:00 P.M.

Performance: *Fresh Fruit Variety Show* in Pisek Hall

Note: There will be two All Out Arts performances in Pisek Hall during the day.

- Expect guests to begin arriving: 30 before each event.
- Please welcome and accommodate folks in the lobby as best you can until the doors open.
- Door to Pisek Hall should be closed during all performances.
- Please encourage groups leaving during this time to do so quietly.
- Gates should be secured after the AI Anon meeting has finished, at the regular time of around 8:30 P.M.

Sunday, November 6, 2011

Changes in Bold

- 9:00 – 10:15 A.M. AA 11th Step Meeting in Masaryk Room (as usual)
- 2:00 – 5:00 P.M. Korean Baptist Church Worship in Masaryk Room (as usual)
- 3:00 – 5:00 P.M. Indonesian Presbyterian Church in Sanctuary (as usual)
- 6:30 – 8:00 P.M. Open Mic Comedy Night in Pisek Hall: There will be some overlap with Open Mic and the AOY/COY reception in Pisek Hall. All organizers are aware of this. Please work to accommodate folk as best you can. Jan Hus folk will be on site to help.**

All Out Arts Sunday

Anytime after 3:30 P.M.

AOY/COY Prep in Pisek Hall

5:00 – 6:30 P.M. AOY/COY Performance in Pisek Hall followed by reception

7:00 P.M. Performance: *Out in the Open* in Sanctuary

Note: There will be two several events in addition to worship taking place.

- Expect guests to begin arriving: 30 before each event.
- Please welcome and accommodate folks in the lobby as best you can until the doors open.
- Door to Pisek Hall should be closed during all performances.
- Please encourage groups leaving during this time to do so quietly.
- Gates should be secured after the performance of *Out in the Open* and patrons have left. Organizers may remain on site later for striking stage and clean-up.