



*Exploring our heritage
Shaping our community*



America the Bountiful

Grounds Committee Guide for 2005

Overview of The Grounds Committee's Job

More than any other committee, the Grounds Committee's work affects the community's chance of having a wonderful time at Chautauqua.

You are responsible for finding a good tent site with easy access to electrical service, convenient parking and toilet facilities.

You are responsible for the security of the site and equipment, without which there is no show.

You are responsible for recruiting people to raise the tent Monday night and to strike it Saturday night.

You are responsible for public safety before, during, and after the shows.

Notify Kathryn Ballard at MHC if any special certificates, licenses, or insurance are required by your town for the tent or any other aspects of the event.

A tent site and an alternative rain site

- Select a large, easily accessible, open space, like a public park, with firm grass turf, near public restrooms and protected from wind. If you have several options, arrange a site visit with the Road Manager to make the final decision.

Deadline for site selection: March 1, 2005

- The tent occupies a space 70 feet long, 50 feet wide and 20 feet high. This space needs to be level. Make sure the site for the tent works in all three dimensions.
- Clearly mark any buried gas or electric pipe or cable in the vicinity of the tent. This has to be accomplished before the troupe's arrival on Sunday. Tent stakes will be driven into the ground on Monday, so Sunday is the only opportunity for the Technical Director to plan the work so that there is no danger of serious injury.
- Arrange for an alternate indoor site for evening programs in case weather conditions prohibit the use of the tent. If you have several options, arrange a site visit with the Road Manager to make the final decision.

Deadline for selection: March 1, 2005

- Assign a committee member to monitor weather forecasts and to consult with the Road Manager if conditions may require use of the rain site. Because of safety concerns and technical practicalities, the program may be moved to the rain site at the request of any one of the following three individuals after due consultation with the others: the local committee member assigned to watch the weather, the Road Manager or the Technical Director. A consensus or majority opinion is not needed.
- Arrange for groups or organizations to help raise the tent Monday night AND strike it after the show on Saturday. A good source for people-power are Boy Scouts, Girl Scouts, 4-H, and service organizations such as Rotary or Lions. Ask anyone who owns a sledge hammer to bring it. The more sledge hammers, the faster the tent goes up.
- The Technical Director will coordinate the operations of raising and striking the tent. Electricity for the Chautauqua

The lighting and sound equipment draw a lot of electrical power, without which there is no show. In the interest of safety, the Technical Director is not authorized to raise the tent or set up equipment if the electrical service is below the following specifications:

The Chautauqua must have exclusive use of 4 separate circuits. Each circuit must provide a minimum of 20 amps of “clean power” that can maintain between 120 to 115 volts under load. Each circuit must have two outlets, which will accommodate a grounded, three-prong, male plug. These outlets must be located within 25 feet of the tent.

Your local power company can run an aerial cable from a power pole to a temporary distribution box or board near the tent. This has to be accomplished before the troupe's arrival on Sunday.

The Road Manager and/or Technical Director will be available for a pre-Chautauqua site-visit to talk to all concerned parties and to determine the location of the distribution box. They will both visit the site upon arrival on the Sunday beginning the Chautauqua week of residency.

Security

- Notify police and fire department, in advance of Chautauqua's arrival, of the planned events, and arrange for a police patrol of the tent site at night.
- Overnight watch people: one or more local people have to be present at the tent site and responsible for its security from the end of each show, including the Monday night tent-raising, until sunrise the following day (Monday through Friday nights during the Chautauqua residency). These people report to the Technical Director.
- Provide volunteers to work under the direction of the Road Manager to secure the tent site after the performance each evening throughout the week. NOTE: These could be the same people who are recruited by the Publicity Committee to usher each evening or members of the local planning committee who plan to be present each evening

Parking

- Arrange for parking sites (roped off streets and distance parking with shuttles if necessary). Golf carts are helpful for transporting the elderly and handicapped if the grounds are uneven.
- Mark entrance and exit routes for cars.
NOTE: The Road Manager will have a limited number of plastic, directional signs available for your use with parking. Please see attached sheets.
- Provide parking attendants with adequate means of control such as flashlights or flags and walkie-talkies. Identify parking attendants with hats or brightly colored vests.

Emergency medical services

- Arrange for emergency medical service and first aid during each evening program.

Sanitary facilities and grounds cleanup

- Arrange for existing restrooms at the tent site to be open, stocked, clean and in working order each night OR arrange for portable toilets and select a location that is convenient and UPWIND of the tent and concessions.
- Arrange for trash receptacles at the tent site, and for volunteers to empty them and to pick up debris on the grounds.
- Keep the tent grounds clean.

Food and beverage concessions

- Confer with the Road Manager about any food and beverage concessions at the evening programs. They need to be located far enough from the tent so that people have easy access to the tent. All concessions should close at the end of intermission.

Contact Person

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