



DETAILED PRODUCTION SCHEDULE

Version: April 11, 2016

SATURDAY, APRIL 16			
TIME	FUNCTION	RESPONSIBLE	LOCATION
8:00 AM	<ul style="list-style-type: none"> Video wall move-in, set-up (to 8 PM) 	Eclipse, Sherwood, PI AV	Lazaridis Theatre

MONDAY, APRIL 18			
TIME	FUNCTION	RESPONSIBLE	LOCATION
8:00 AM	<ul style="list-style-type: none"> Set and lighting move-in, set-up (to 8 PM) 	Eclipse, Sherwood, PI AV	Lazaridis Theatre
10:00 AM	<ul style="list-style-type: none"> Summit review meeting (to 11:30) 	Julie Wright, Title, PI, WGSJ	Bob Room
11:00 AM	<ul style="list-style-type: none"> TVO crew arrives to assist with set and lighting move-in 	TVO	Lazaridis Theatre

TUESDAY, APRIL 19			
TIME	FUNCTION	RESPONSIBLE	LOCATION
9:00 AM	<ul style="list-style-type: none"> Continue technical set-up (to 5 PM) 	Eclipse, Sherwood, PI AV, TVO	Lazaridis Theatre
1:00 PM	<ul style="list-style-type: none"> TVO technical walk-through (to 4 PM) - includes detailed rundown review with TVO from 3 PM to 4 PM. 	TVO, Eclipse, Sherwood, PI AV, Title, Julie Wright (3 PM to 4 PM)	Lazaridis Theatre, Reading Room

WEDNESDAY, APRIL 20			
TIME	FUNCTION	RESPONSIBLE	LOCATION
7:00 PM	<ul style="list-style-type: none"> Changing the Discourse: Energy Poverty at Home and Abroad (to 9 PM) 	Kate Pearce	Waterloo Public Library – Main Branch

THURSDAY, APRIL 21			
TIME	FUNCTION	RESPONSIBLE	LOCATION
9:00 AM	<ul style="list-style-type: none"> Space Room and Sky Room set-up, signage set-up (to 5 PM) 	PI Facilities, Eclipse	PI, Space Room, Sky Room

FRIDAY, APRIL 22			
TIME	FUNCTION	RESPONSIBLE	LOCATION
7:30 – 8:00 AM	<ul style="list-style-type: none"> Piano moved out of Lazaridis Theatre 	Dana Bowman	Lazaridis Theatre
10:30 AM	<ul style="list-style-type: none"> Crew call 	PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre
11:00 AM	<ul style="list-style-type: none"> Full day technical run-through (graphics, audio, lighting, streaming, session rundown review) 	PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre
11:30 PM	<ul style="list-style-type: none"> Green Room set-up 	Dana Bowman, PI Bistro	Green Room
12:00 PM	<ul style="list-style-type: none"> Keynote #1 (Dan Kammen) to Lazaridis Theatre for tech. check 	Dana Bowman	Lazaridis Theatre
	<ul style="list-style-type: none"> Keynote #1 technical run-through (graphics, audio, lighting, streaming, session rundown review) 	PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre
12:30 PM	<ul style="list-style-type: none"> Opening panel participants and keynote speaker to Green Room; session briefing and makeup 	Dana Bowman, Sarah Davidson, Julie Wright, Michael Brooks	Green Room
	<ul style="list-style-type: none"> Opening panel tech. check 	PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre
12:45 PM	<ul style="list-style-type: none"> Ticketing table set up 	Anne Little, Jamie Cooper, TVO	PI Reception area
1:30 PM	<ul style="list-style-type: none"> Theatre doors open, audience seated 	Olaf Naese	Lazaridis Theatre
1:55 PM	<ul style="list-style-type: none"> Welcome remarks, panel intro 	Julie Wright	Lazaridis Theatre
2:00 PM	<ul style="list-style-type: none"> Opening panel discussion (Jatin Nathwani, Rachel McManus, Ian Howard, Michael Brooks) 	PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre
	<ul style="list-style-type: none"> Reception set-up in Atrium (catering, audio) 	PI Bistro, Kate Pearce	Atrium

FRIDAY, APRIL 22			
TIME	FUNCTION	RESPONSIBLE	LOCATION
3:15 PM	<ul style="list-style-type: none"> Keynote #1: Dan Kammen 	Julie Wright	Lazaridis Theatre
4:00 PM	<ul style="list-style-type: none"> Session ends, audience exits to Opening Reception 	PI Bistro	Lazaridis Theatre > Atrium
4:30 PM	<ul style="list-style-type: none"> Keynote #2 (William Kamkwamba) to Lazaridis Theatre for tech. check Keynote #2 technical run-through (graphics, audio, lighting, streaming, session rundown review) 	Dana Bowman PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre Lazaridis Theatre
5:00 PM	<ul style="list-style-type: none"> Crew meal break (to 6 PM) 	PI AV, Eclipse, Sherwood	PI Bistro
5:30 PM	<ul style="list-style-type: none"> Opening Reception ends, reception set-up struck 	PI Bistro, Kate Pearce	Atrium
6:00 PM	<ul style="list-style-type: none"> Ticketing table set up William Kamkwamba to Green Room, makeup 	Anne Little, Jamie Cooper Dana Bowman, Sarah Davidson	PI Reception area
6:30 PM	<ul style="list-style-type: none"> Theatre doors open, audience seated 	Olaf Naese	Lazaridis Theatre
6:55 PM	<ul style="list-style-type: none"> Welcome remarks, keynote #2 intro 	Neil Turok (TBC)	Lazaridis Theatre
7:00 PM	<ul style="list-style-type: none"> Keynote #2: William Kamkwamba 	PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre
7:30 PM	<ul style="list-style-type: none"> Table set up for book signing in Atrium 	Eclipse	Atrium
8:00 PM	<ul style="list-style-type: none"> Keynote concludes, audience exits William Kamkwamba book signing session (to 8:30 PM) 	Olaf Naese Dana Bowman	Lazaridis Theatre Atrium

SATURDAY, APRIL 23			
TIME	FUNCTION	RESPONSIBLE	LOCATION
8:30 AM	<ul style="list-style-type: none"> Atrium public programming set-up 	Kate Pearce, PI Facilities, Eclipse	Atrium
9:00 AM	<ul style="list-style-type: none"> Ticketing table set up for Wind Design Challenge 	Jamie Cooper	PI Reception area
10:00 AM	<ul style="list-style-type: none"> Wind Design Challenge (to 11:30 AM) 	Kate Pearce	Atrium
12:00 PM	<ul style="list-style-type: none"> Lunch for Trec and staff 	Dana Bowman	Main floor Bistro
1:00 PM	<ul style="list-style-type: none"> Ticketing table set up 	Dana Bowman, Jamie Cooper	PI Reception area
1:30 PM	<ul style="list-style-type: none"> Family Energy Fair (to 3:00 PM) Crew call 	Kate Pearce PI AV, Eclipse, Sherwood, Title	Atrium Lazaridis Theatre
2:30 PM	<ul style="list-style-type: none"> Keynote #3 Soren Hermansen and David Roweade to Lazaridis Theatre for tech. check Keynote #3 technical run-through (graphics, audio, lighting, streaming, session rundown review) 	Dana Bowman PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre Lazaridis Theatre
3:00 PM	<ul style="list-style-type: none"> Ticketing table set up 	Anne Little, Jamie Cooper	PI Reception area
3:30 PM	<ul style="list-style-type: none"> Theatre doors open, audience seated 	Olaf Naese	Lazaridis Theatre
3:55 PM	<ul style="list-style-type: none"> Welcome remarks, keynote intro 	David Roewade	Lazaridis Theatre
4:00 PM	<ul style="list-style-type: none"> Keynote #3: Soren Hermansen 	PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre

SATURDAY, APRIL 23			
TIME	FUNCTION	RESPONSIBLE	LOCATION
5:00 PM	<ul style="list-style-type: none"> Keynote ends, audience exits Crew meal break (to 6 PM) 	Olaf Naese PI AV, Eclipse, Sherwood	Lazaridis Theatre PI Bistro
6:00 PM	<ul style="list-style-type: none"> Post-film screening discussion participants (TBD) to theatre for tech. check Film screening / post-screening discussion tech check (graphics, audio, lighting, streaming, session rundown review) 	Dana Bowman PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre Lazaridis Theatre
6:30 PM	<ul style="list-style-type: none"> Theatre doors open, audience seated 	Olaf Naese	Lazaridis Theatre
6:55 PM	<ul style="list-style-type: none"> Welcome remarks, session intro 	Julie Wright	Lazaridis Theatre
7:00 PM	<ul style="list-style-type: none"> Film screening: <i>Fractured Land</i> 	PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre
8:15 PM	<ul style="list-style-type: none"> Post-screening discussion with TBD, moderated by TBD 	PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre
9:00 PM	<ul style="list-style-type: none"> Session ends, audience exits 	Olaf Naese	Lazaridis Theatre

SUNDAY, APRIL 24			
TIME	FUNCTION	RESPONSIBLE	LOCATION
8:00 AM	<ul style="list-style-type: none"> TVO mobile arrives for park and power 	TVO, Eclipse, PI Facilities	Lazaridis Theatre, PI loading bay, Reading Room
9:00 AM	<ul style="list-style-type: none"> Crew call TVO technical set-up, tech.check Summit breakfast 	PI AV, TVO, Eclipse, Sherwood, Title PI AV, TVO, Eclipse, Sherwood, Title Dana Bowman	Lazaridis Theatre Lazaridis Theatre, Reading Room Space Room
9:30 AM	<ul style="list-style-type: none"> Summit building tours 	Dana Bowman	Space Room > PI
10:00 AM	<ul style="list-style-type: none"> Summit orientation 	Julie Wright, Dan Normandeau, Michael Brooks, Jatin Nathwani	Space Room
12:00 PM	<ul style="list-style-type: none"> Summit lunch Crew meal break (to 1:15 PM) 	PI Bistro PI AV, TVO, Eclipse, Sherwood, Title	Space Room Off site
1:00 PM	<ul style="list-style-type: none"> Summit orientation continues 	Julie Wright, Dan Normandeau	Space Room & Sky Room
1:15 PM	<ul style="list-style-type: none"> Technical run-through: Agenda taping #1 	TVO, PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre
1:15 PM	<ul style="list-style-type: none"> Green Room set-up Ticketing table set up 	TVO, Bistro, Dana Bowman Kate Pearce, Jamie Cooper	Green Room PI Reception area
2:30 PM	<ul style="list-style-type: none"> Agenda panelists to Green Room (pre-session briefing, make-up) Theatre doors open, audience seated TVO sizzle reel and pre-show warm-up 	TVO, Dana Bowman Olaf Naese TVO	Green Room Lazaridis Theatre Lazaridis Theatre

SUNDAY, APRIL 24			
TIME	FUNCTION	RESPONSIBLE	LOCATION
2:30 PM	<ul style="list-style-type: none"> Summit participants to Lazaridis Theatre 	Julie Wright	Space Room & Sky Room > Lazaridis Theatre
3:00 PM	<ul style="list-style-type: none"> Agenda taping #1 	TVO, PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre
4:15 PM	<ul style="list-style-type: none"> Agenda taping ends, audience exits Summit participants return to Space Room 	Olaf Naese Julie Wright	Lazaridis Theatre Lazaridis Theatre > Space Room
4:15 PM	<ul style="list-style-type: none"> Summit orientation continues 	Julie Wright, Dan Normandeau	Space Room
5:30 PM	<ul style="list-style-type: none"> Summit pre-dinner break 	N/A	N/A
6:00 PM	<ul style="list-style-type: none"> Summit working dinner 	Kate Pearce, PI Bistro, Eclipse, Sherwood (AV)	Second floor Bistro

MONDAY, APRIL 25			
TIME	FUNCTION	RESPONSIBLE	LOCATION
8:30 AM	<ul style="list-style-type: none"> Summit breakfast 	PI Bistro, Kate Pearce	Space Room
9:00 AM	<ul style="list-style-type: none"> Summit working session 	Julie Wright, Dan Normandeau	Space Room & Sky Room
10:30 AM	<ul style="list-style-type: none"> Summit coffee break 	PI Bistro, Kate Pearce	Space Room
10:45 AM	<ul style="list-style-type: none"> Summit working session 	Julie Wright, Dan Normandeau	Space Room
12:00 PM	<ul style="list-style-type: none"> Summit lunch TVO on site (rehearsals, pre-tapes, etc.) 	PI Bistro, Kate Pearce TVO	Space Room Lazaridis Theatre, Reading Room
1:00 PM	<ul style="list-style-type: none"> Summit working session 	Julie Wright, Dan Normandeau	Space Room
3:00 PM	<ul style="list-style-type: none"> Summit coffee break 	PI Bistro, Kate Pearce	Space Room
3:15 PM	<ul style="list-style-type: none"> Summit working session 	Julie Wright, Dan Normandeau	Space Room
4:45 PM	<ul style="list-style-type: none"> TVO crew meal break 	TVO	Main floor Bistro or off site
5:00 PM	<ul style="list-style-type: none"> Summit pre-dinner break PI crew call 	N/A PI AV, Eclipse, Sherwood	N/A Lazaridis Theatre
5:30 PM	<ul style="list-style-type: none"> Summit working dinner Green Room set-up Ticketing table set up 	PI Bistro, Kate Pearce TVO, Bistro, Dana Bowman Anne Little, Jamie Cooper	Second floor Bistro Green Room PI Reception area

MONDAY, APRIL 25			
TIME	FUNCTION	RESPONSIBLE	LOCATION
6:00 PM	• TVO crew call – set for show	TVO, PI AV, Eclipse, Sherwood	Lazaridis Theatre
	• Agenda panelists to Green Room	TVO, Dana Bowman	Green Room
6:30 PM	• Theatre doors open, audience seated	Olaf Naese	Lazaridis Theatre
	• TVO sizzle reel and pre-show warm-up	TVO, PI AV, TVO, Eclipse, Sherwood, Title	Lazaridis Theatre
7:00 PM	• Agenda taping #2	TVO, PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre
8:15 PM	• Agenda taping ends, audience exits	Olaf Naese	Lazaridis Theatre
	• Summit Steering Group meeting	Julie Wright	Gravity Room

TUESDAY, APRIL 26			
TIME	FUNCTION	RESPONSIBLE	LOCATION
8:30 AM	<ul style="list-style-type: none"> Summit breakfast 	PI Bistro, Kate Pearce	Space Room
9:00 AM	<ul style="list-style-type: none"> Summit working session 	Julie Wright, Dan Normandeau	Space Room & Sky Room
10:30 AM	<ul style="list-style-type: none"> Summit coffee break 	PI Bistro, Kate Pearce	Space Room
10:45 AM	<ul style="list-style-type: none"> Summit working session 	Julie Wright, Dan Normandeau	Space Room
12:00 PM	<ul style="list-style-type: none"> Summit lunch 	PI Bistro, Kate Pearce	Space Room
1:00 PM	<ul style="list-style-type: none"> Summit working session 	Julie Wright, Dan Normandeau	Space Room
2:30 PM	<ul style="list-style-type: none"> TVO on site (rehearsal, pre-tapes, etc.) 	TVO	Lazaridis Theatre, Reading Room
3:00 PM	<ul style="list-style-type: none"> Summit coffee break 	PI Bistro, Kate Pearce	Space Room
3:15 PM	<ul style="list-style-type: none"> Summit working session 	Julie Wright, Dan Normandeau	Space Room
5:00 PM	<ul style="list-style-type: none"> Summit pre-dinner break PI crew call 	N/A PI AV, Eclipse, Sherwood	N/A Lazaridis Theatre
5:15 PM	<ul style="list-style-type: none"> TVO crew meal break 	TVO	Main floor Bistro or off site
5:30 PM	<ul style="list-style-type: none"> Summit working dinner Green Room set-up Ticketing table set up 	PI Bistro, Kate Pearce TVO, Bistro, Dana Bowman Anne Little, Jamie Cooper	Second floor Bistro Green Room PI Reception area

TUESDAY, APRIL 26			
TIME	FUNCTION	RESPONSIBLE	LOCATION
6:00 PM	<ul style="list-style-type: none"> Agenda panelists to Green Room (pre-session briefing, make-up) 	TVO, Dana Bowman	Green Room
6:30 PM	<ul style="list-style-type: none"> Theatre doors open, audience seated TVO crew call – set for show TVO sizzle reel and pre-show warm-up 	Olaf Naese TVO, PI AV, Eclipse, Sherwood	Lazaridis Theatre Lazaridis Theatre
7:00 PM	<ul style="list-style-type: none"> Agenda taping #3 	TVO, PI AV, Eclipse, Sherwood	Lazaridis Theatre
8:15 PM	<ul style="list-style-type: none"> Agenda taping ends, audience exits TVO begins technical strike (to 10:00 PM) 	Olaf Naese TVO, Eclipse, Sherwood	Lazaridis Theatre Lazaridis Theatre

WEDNESDAY, APRIL 27			
TIME	FUNCTION	RESPONSIBLE	LOCATION
8:30 AM	<ul style="list-style-type: none"> Summit working breakfast / communiqué review 	Julie Wright, Kate Pearce, Bistro	Space Room
11:00 AM	<ul style="list-style-type: none"> Summit briefing roundtables (to 1:30 PM) and lunch 	Julie Wright, Kate Pearce, Bistro	Sky Room, Space Room and second floor Bistro
11:30 AM	<ul style="list-style-type: none"> Green Room set up 	Dana Bowman	Green Room
12:00 PM	<ul style="list-style-type: none"> Crew call 	PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre
12:30 PM	<ul style="list-style-type: none"> Closing plenary technical run-through (graphics, audio, lighting, streaming, session rundown review) 	PI AV, Eclipse, Sherwood, Title, Julie Wright	Lazaridis Theatre
	<ul style="list-style-type: none"> Closing plenary panelists to Green Room, makeup 	Dana Bowman, Sarah Davidson	Green Room
1:00 PM	<ul style="list-style-type: none"> Ticketing table set up 	Kate Pearce, Jamie Cooper	PI Reception area
1:30 PM	<ul style="list-style-type: none"> Theatre doors open, audience seated 	Olaf Naese	Lazaridis Theatre
1:55 PM	<ul style="list-style-type: none"> Closing plenary introductory remarks 	Julie Wright	Lazaridis Theatre
2:00 PM	<ul style="list-style-type: none"> Closing plenary, participants TBD 	Julie Wright, PI AV, Eclipse, Sherwood, Title	Lazaridis Theatre
	<ul style="list-style-type: none"> Reception set-up in Atrium (catering, audio) 	PI Bistro, Kate Pearce	Atrium
3:30 PM	<ul style="list-style-type: none"> Closing plenary session ends, audience exits to reception in Atrium 	Olaf Naese	Lazaridis Theatre > Atrium
	<ul style="list-style-type: none"> Closing reception (to 4:30 PM) 	PI Bistro, Julie Wright, Kate Pearce	Atrium
	<ul style="list-style-type: none"> Tech. and set strike (to 11 PM) 	Eclipse, Sherwood	Lazaridis Theatre
	<ul style="list-style-type: none"> Sky Room and Space Room strike 	Eclipse, PI Facilities	Space Room and Sky Room

WEDNESDAY, APRIL 27			
TIME	FUNCTION	RESPONSIBLE	LOCATION
5:30 PM	<ul style="list-style-type: none"> Summit closing dinner (to 8 PM) 	Julie Wright, Kate Pearce	Second floor Bistro

THURSDAY, APRIL 28			
TIME	FUNCTION	RESPONSIBLE	LOCATION
9:00 AM	<ul style="list-style-type: none"> Complete lighting and video wall strike (via loading bay only) 	Eclipse, Sherwood	Lazaridis Theatre > loading bay
5:00 PM	<ul style="list-style-type: none"> Tech. strike complete 	Eclipse, Sherwood	Lazaridis Theatre > loading bay