

**Lessons Carols w/SJB**  
**Sunday, December 17, 2017**  
**2:30 PM**

**Nicole mobile: 314-606-9182**

**Fri., 12/15/17**      9:00am-11:30am & 1-4pm Load-in      St. Louis Audio Visual & HEC  
*Break for 5-6pm wedding rehearsal*  
**7-10pm Lessons and Carols rehearsal**      STL Audio Visual, HEC, Choir  
**Screens down following rehearsal, anything not on Gallery level goes**

**Sat., 12/16/17**      6:30pm reset screens      STL Audio Visual/Heerlein

**Sunday, December 17, 2017**

TIME	TASK	WHO
After 10AM Mass	Set camera platforms by pillars/accessible areas	Ray, Eddie, Willie
Sunday AM	8ft. Table west vestibule for Sr. Pat	Ray or Willie
	Tablecloth for vestibule table	Fox
	Reserved rows set	Fox
<b>1:00pm ish</b>	Immediately following Noon Mass	
<i>Please set</i>	Cameras set-up on platforms	HEC
	St. Louis Audio Visual & HEC arrive	
<i>in this order.</i>	Set 2-8' tables behind Communion Rail	Ray, Eddie, Willie
<i>Volumes may be after 1:30pm</i>	Set gold tables (from Bishop's Hall) in Well	Ray, Eddie, Willie
	Dress tables-Rail + Well + Set Easels	Fox
	Cradles set, volumes brought into Cathedral	Heerlein, Ray, Willie, Eddie, Fasl, Fox
<b>1:30pm</b>	House opens to public	
	Cathedral ushers to distribute programs	Fox/Danekas
	Assistance to ushers	Stanard, Buehrle
	SJB items available for purchase in vestibule	Donnelly
<b>BY 2:00pm</b>	HEC cameraperson set in front pew	Heerlein/HEC
<b>2:25pm</b>	<b>Procession of Gospels and Acts</b>	Heerlein/Smith/Ragen
<b>2:30pm</b>	<b>Choral Procession begins</b>	
	Livestream	Fasl
<b>3:45-4:00pm</b>	Lessons & Carols over, SJB viewing begins	Heerlein + SJB Docents
	Gold table moved down to Communion Rail	Ray, Eddie, Willie
	SJB items available for purchase in vestibule	Donnelly
	Platforms removed once cameras gone	Ray, Eddie, Willie
<b>4:30pm</b>	SJB viewing ends	
	Volumes removed from Cathedral	Heerlein, Fasl, SJB Docents
	Gold table moved back to Bishop's Hall	Ray, Eddie, Willie
	8ft tables removed from Rail	Ray, Eddie, Willie
<b>5:00pm</b>	Sunday Mass	
<b>6:30pm</b>	Remaining tear down	STL Audio Visual, HEC, Heerlein