



# OFFICIAL GALA SETUP DIRECTIONS

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Last Update (m.d.y): 23-05-25 6:09 PM

SETUP: Friday May 26, 2023 | Event Date: Saturday May 27, 2023 | BREAKDOWN: Sunday May 28 2023

**Location:** The Old Mill Toronto (21 Old Mill Rd.)

**Parking:** Parking is included in Old Mill Lots (must display pass to be provided by email)

**FTEC Event Staff Dress:** (unless otherwise stated)

- Men: Black Suit and Tie or Black Dress Shirt
- Ladies – Black Dress Shirt and Pants (Option of Long Black Dress)
- Please return any FTEC wardrobe/props to reception before leaving event

## EVENT STAFF ACCESS

- **ALL EVENT STAFF** - Will be provided with lanyards which you must keep displayed throughout the event
- **FIGHTERS** – When in fight gear will not need the lanyards
- **ENTERTAINMENT TEAMS** – When in costume you will not need the lanyards

## TEAM STORAGE AREAS: (STORE ALL PERSONAL ITEMS IN YOUR SECTION)

In order not to misplace any items, it is important to keep your belongings in the allotted sections. We will have security and you will be in the section of your personal belongings. Please minimize the items you bring to only what is necessary. When Setting up, please keep all storage containers in the same area for clean up purposes.

**ALL TEAMS: We will have a supervised room – Balmoral Room for people to leave their items all night**

## SPECIAL STORAGE NOTES

- **FTEC Support Team:** Balmoral Room (Raffle Team and Doormen) need snacks, bottled/glasses of water Dressing Room (Ring Girls).
- **Fight Team:** Mill Room
- **MC's, Announcer and The Circus Fix Dancers:** Dressing Rooms (keys stay at FTEC Reception)
- **Ring Setup Team:** Under Ring
- **Reception Team:** Reception Desk
- **Auction Team:** Under Auction Tables
- **AV Team:** Strike Boxes outside of Brule room (storage room beside mill room)



## FTEC2023 OLD MILL SETUP INSTRUCTIONS

Saturday May 27, 2023

### PRE-EVENT DAY SETUP

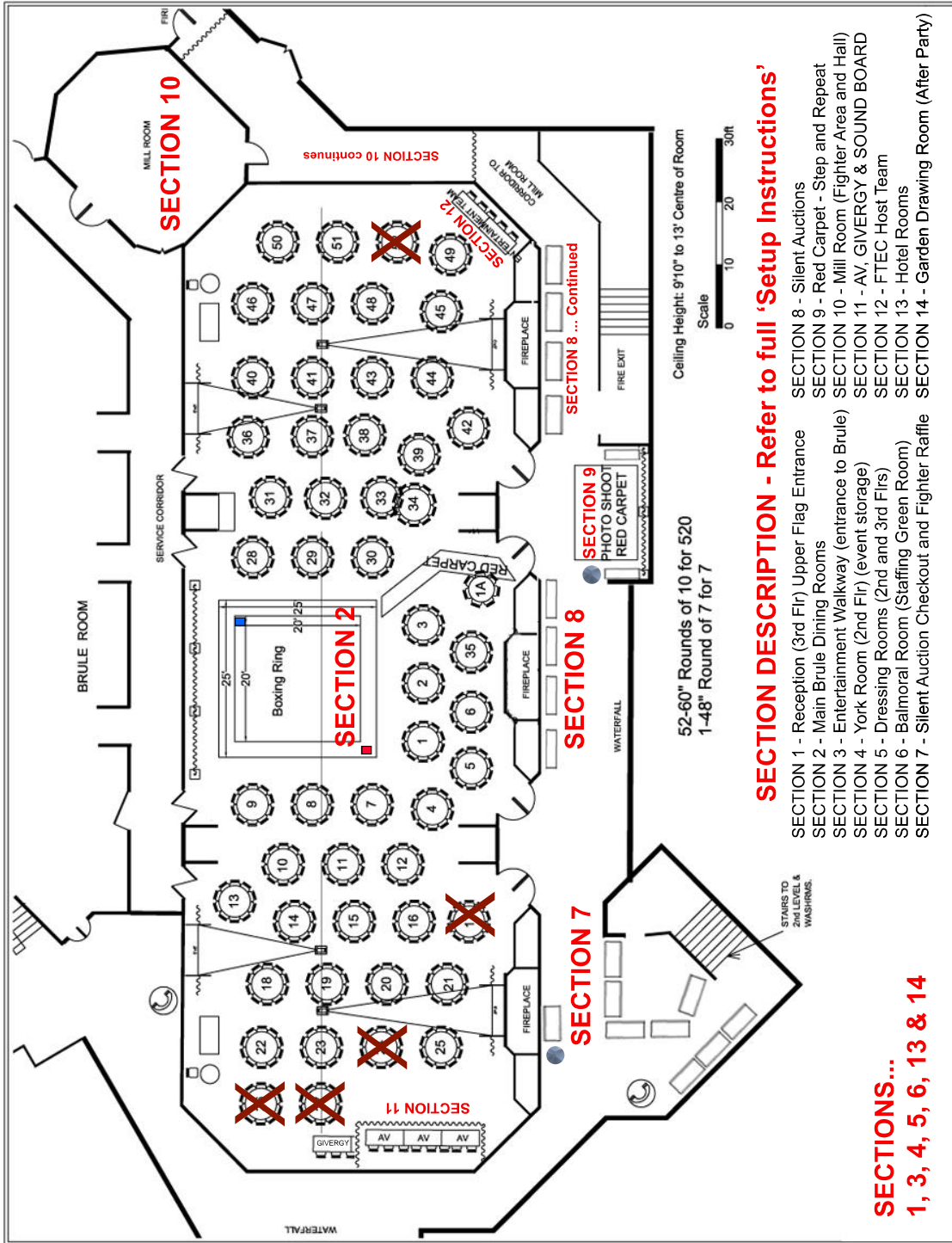
- FTEC Team Providing Catering Specification Chart 1 week prior
- Old Mill Extra Spaces - **BALMORAL ROOM** (Staff/Green Room) **MILL ROOM** (Fighter Room), **York Room** (setup and storage)
- TJ Pick Up Display from Humbertown Jewellers

### TIMING OVERVIEW (Refer to full Production Schedule)

- **FRIDAY MAY 26 – 7am – 8pm | SATURDAY MAY 27 - 7:00 am – 3:00 pm Full Setup Completed**
- **SATURDAY MAY 27** – 10:00 am – Pick up flowers from Oleander
- 11:30 am – Pizza For Setup Crew – Arranged by Rob Gorican (*# required should be determined before ordering so everyone gets fed*).
- 12:00 pm – Initial Setup Complete | **Final Setup Complete 2pm ALL SECTIONS**
- 1:00 – 3:00 pm Tech Rehearsals
- **2:00 – 3:30 pm – Staff Check-in (all Event Staff Must Check-in Before 3:30 pm)**
- 3:00 pm – Entertainment Team Setup and Orientation – Entertainment team arrives
- 3:00 pm – Givergy Orientation for Auction/Reception/FTEC Host Teams
- **3:30pm Sharp - FTEC Event Staff Orientation – ALL TEAMS PRESENT**
- **4:00pm – Fighter Orientation**
- 4:30pm – 6:00pm – Event Open To Guests
- 5:00pm – 5:45pm – Red Carpet Photo Session – Fight Team, Performers and Sponsors
- **5:30 pm – Boxing Ontario Officials Arrive** | 6:00 pm - Fighter Medicals and Weigh ins
- 6:00 pm – 7:15 pm - Guest Dinner
- 7:15 pm – 8:00 pm - Preshow
- 8:00 pm – 10:30 pm - Fights and Entertainment
  - 9:15 pm – Fighter Raffle Winner Announcement
  - 9:30 pm – Dr. Draw & Scott Jackson
  - 10:15 pm – Golden Key Lottery by Humbertown Jewellers
  - **10:30pm - Event Clean-up and After Party**



**FTEC2023 OLD MILL SETUP INSTRUCTIONS**  
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**SECTION DESCRIPTION - Refer to full 'Setup Instructions'**

- SECTION 1 - Reception (3rd Fir) Upper Flag Entrance
- SECTION 2 - Main Brule Dining Rooms
- SECTION 3 - Entertainment Walkway (entrance to Brule)
- SECTION 4 - York Room (2nd Fir) (event storage)
- SECTION 5 - Dressing Rooms (2nd and 3rd Firs)
- SECTION 6 - Balmoral Room (Staffing Green Room)
- SECTION 7 - Silent Auction Checkout and Fighter Raffle
- SECTION 8 - Silent Auctions
- SECTION 9 - Red Carpet - Step and Repeat
- SECTION 10 - Mill Room (Fighter Area and Hall)
- SECTION 11 - AV, GIVERVY & SOUND BOARD
- SECTION 12 - FTEC Host Team
- SECTION 13 - Hotel Rooms
- SECTION 14 - Garden Drawing Room (After Party)

**SECTIONS...  
 1, 3, 4, 5, 6, 13 & 14**



## FTEC2023 OLD MILL SETUP INSTRUCTIONS

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### EVENT DAY SECTION SETUP – VENUE LAYOUT

#### GENERAL NOTES:

- We will need to setup seating charts around immediate venue and directional signs around outside of venue to guide guests
- Each team should store their personal items in their own sections hidden out of site from the guests
- Food to be served separately to: Fight Team, Officials, DJ
- Food will be served in Balmoral Room for remaining staff
- Brule B will also have the AV Audio Table with 3 live commentator seats
- Water Bottles and Granola bars as snack for staff in sections

#### WALK-IN DOOR

- Q Productions – Supplying 2 trusses - top support for truss, lighting and backdrop
- Off-side – Foam Core - Boxer sponsorship cards – In correct order

#### SECTION 1. RECEPTION AREA – 3<sup>rd</sup> Floor Flag Entrance

- SECURE OLD MILL ITEMS: Secure on Friday and place in York Room
    - Raffle Drum
    - Cruiser tables
    - Cruiser table silks – for red carpet – Black
    - Smaller Tables for Silent Auctions
    - Easels – 10
    - Table Card holders
    - Secure dressing room keys and
    - Hotel FTEC Fighter Room Key (Saturday)
    - Secure Old Mill Wifi Code
    - Line of tables (skirted) 4 – 6 foot tables – 8 chairs all supplied by Old Mill
    - **Saturday:** Oleander Flowers
  - We will use this for rush time, and then likely relocate staff and items to Auction Closeout Area (Section 7) for late check-ins
  - Necklace Lanyards – (100) Event Staff, (25) Fight Team, (25) Media (10) Security
  - (500) Guest Lapel Pins
  - 4 Check-in Computers – Lynn Mosher, TJ Mosher, Jennifer Huggins, Fiona Bowser
  - Will strike to the Auction Checkout Section Only after majority of guests are checked in
- **WELCOME AREA (outside CIRCULAR DRIVE ENTRANCE)**
- (2) Directional signs on corner of both driveway entrances. “FTEC 2023 Reception Check-In” with arrows.
  - (1) FTEC Pull up Banner
  - (1) PMCF Pull up Banner



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- (2) Large FTEC Flags
- Entertainers to Direct Guests into this entrance
- Many other doors around the venue that guests can get confused with
- Arrows/signage on staircase from Circular Entrance down to Brule A,B,C

### SECTION 2. MAIN BRULE AREA AND TABLE SETUP

- **OLD MILL - Table Setup to be complete by Old Mill 12 am on Friday (before setup starts)**
- Q PRODUCTIONS – Independent setup (Friday)
- (49) Tables - 48 Tables + 1 42" Round for performers
- 4 Cruiser Tables – 2 in Brule A and 2 in Brule C by the bars at the end of the room
- Chair covers on all chairs (white) – by Old Mill
- Menus placed on tables with napkin – Old Mill – Puff in glasses
- Centrepieces setup by FTEC Team – FTEC Story Gloves
- Black Runner on each Table – FTEC Team
- Table Cards setup by FTEC (Old Mill to supply stands/clips)
- One bottle of red and one of white (Vieni)
- Tent Cards with wine
- **Brule B – Commentator table 6ft – 3 chairs (in front of fireplace)**

#### ➤ BOXING RING

- (3) 6 Ft. Tables along back area of the ring (18" table would be great if you have any left after the silent auction area in section 8)
- (2) Bar height stools placed near table 8 and 29 (for officials at ringside)
- Awards Table (right side of ring) – (1) 6ft no chairs 18"
- 1 4ft table for officials water
- (5) Belts
- (5) Medals
- FTEC Champion Belt (duplicate)
- Raffle Drum – Old Mill
- All Sponsor Plaques and crystals (hide Angie's & Barry's)
- Round Cards – In correct order on easel (5 Round Cards in order of appearance on easel – Entertainment team)

#### ➤ BARS:

- Agenda set up on stand
- Display Founders Blend and Tent Card
- Centrepiece on bar



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### SECTION 3. ENTERTAINMENT HALLWAY

- OLD MILL: Large couches and furniture needs to be removed from Section 7 & 8

### SECTION 4. YORK ROOM - Storage of Silent Auction items night before for setup and after event

- (2) 6 Ft. Tables on left side of room
- (4) Chairs
- FTEC Host Team and entertainers will be using Balmoral Room for storage of personal items
- Pre-Event Storage for Auction Items - Room Required From Friday JUNE 1st, 5pm – Sunday 11:59 am

### SECTION 5. DRESSING ROOMS – Saturday Morning

- Angie Seth
- Barry Pletch
- Jennifer & Virgil
- Ring Girls – Small
- Michel DeQuevedo and Quartet – LARGE
- Dr. Draw and Scott Jackson - LARGE
- The Circus Fix Dancers – LARGE

Place water and snacks in all rooms, more in larger number of people occupying rooms

### SECTION 6. BALMORAL ROOM – Food Staff Room (*Personal Items to be stored here, security will be in room all night*)

- 4pm-8pm food served (everyone should be finished eating by 7:30)
- Will use this as a green room for performers
- OLD MILL – If possible – place couches for comfort along the walls
- Need one Computer for viewing of the gala in the Brule rooms – and Projector (screen provided by old mill)
- 8 rounds of 10 seats for people to eat
- 4ft table for misc items
- Projector – computer for live stream

### SECTION 7. SILENT AUCTION CHECKOUT – Foyer Outside Of Brule Room Entrance

- **Silent Auction Close Out** - Secondary Reception Area (for late Comers or Wrong Entry Point)
  - 1 Auction dedicated cash box and float
  - 4 PMCF Credit Machines
  - L-Shape with (extra table) setup of tables to be skirted under stairs with 6 chairs – Old Mill
  - Performer T-Shirts Tagged and Bagged at Secondary Reception
- **Fighter Raffle Section** – along wall where couches are facing the checkout section
  - Line of tables (3 -6ft tables) – Skirted
  - 10 Rolls Raffle Tickets
  - 10 Fighter Baskets and Display
  - 10 Clear Buckets



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- **Donation Box - Cruiser Table** – Skirted by Old Mill
  - Acrylic Clear Box provided by FTEC
  - Free FTEC Gifts – PMCF Keychains, Magazines for display – just a few, etc.
- **Pound-For-Pound Display** - Credenza (Wrapping around the corner away from Brule Rooms)
  - Display provided by FTEC
- **“I Fight To End Cancer” Campaign Photo Booth/Cruiser Table** – Skirted by Old Mill
  - Photo Gear
  - (25) Sharpies in holder - Postcards with holder
- **Q-Productions:** Screen for guests – Mirroring the event screens

### SECTION 8. SILENT AUCTION AREA

- 2 Sections – one before red carpet – second after
  - 4 – 8ft long x 18” wide tables provided and skirted by Old Mill
  - 4 – 6ft tables provided and skirted by Old Mill
- Auction Items
- Table Map off side
- Silent Auction banner hung at end of second Auction section.

### SECTION 9. RED CARPET AREA

- Clear area of all Old Mill Seating
- Step and repeat logo wall
- Red Carpet QR Code poster
- Boxer sponsor cards in correct order
- 2 cruiser tables – one for “I Fight” & one for belt, both skirted by Old Mill
- Small table and chair in corner for Photo assistant
- Off Side Table to display laptop
- Landscape Plus Items
- Social Media Computer (Blair)
- Photo Gear
  - (2) Red Heads with diffusion - Arnold
  - FTEC Stanchions
- Q Productions Gear
  - Red Carpet – one for the Red Carpet area – second for the walk in pathway
  - Rod and Curtain for Logo Backdrop (8ft H x 10 F W)
  - Rod and Curtain for Security Check Point (see section 10)
  - Wired Com
  - Wired Mic for Barry
- Arnold’s lighting for red carpet
- FTEC Champion Belt
- Bar Height Table for belt display – With Cover – Old Mill
- (1) FTEC Pull-up Banner (fight team)
- (1) PMCF Pull-up banner



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### SECTION 10. MILL ROOM – For Fighters and warm-up and Food

- (2) Cases of Water
- Granola bars
- All Day Saturday May 27 - 7am – 11:59 pm
- 2 Small Rounds (42”) – 10 Chairs \*Clear the rest of this room
- 1 Buffet Table
- 1 small Table for officials (outside Mill room – 2 chairs)
- Fight Team Area
- Weigh-ins Medicals
- Warm Up
- Food for Fight Team/Dancers/Officials (25)
- **OLD MILL –**
  - 2 Wardrobe Racks
  - **Place a couple of couches in the hallway section if possible**
- **Pipe and Draping (Rod and Curtain) – Q-Productions:** At the entrance and exit of this section

### SECTION 11. AV SECTION, GIVERGY AND STAGE MANAGERS TABLE – Off to side of AV Section

- Jennifer Huggins – Admin Materials
  - Portfolio
  - Cheque Book
- (2) Cases of water
- (5) 6Ft. Tables – 10 Chairs – Skirted by Q-Productions BLACK
  - 6’ or 8’ table skirted & draped (ideally co-located with your a/v company) and 2 chairs (Givergy)
- Q Productions Gear
- FTEC GEAR
- DJ Gear
- NOTE – we may be able to store some items behind live commentator table

### SECTION 12. FTEC HOST TEAM SECTION (Back Section Brule C)

- 3 – 6 Ft. Tables Skirted – 4 Chairs
- Cash Box/Squares - \$1000 Float
- T-shirt Giveaways (under tables)
- 2 Cases of Water - Granola bars
- Live Auction File Folder
- **FTEC Host Team Items**
  - 1 Dedicated cash box | Float (\$1000 / \$5 & \$10) | Cash Box for Overflow | iPhone credit card terminals
  - General storage for event items
  - FTEC Magazines
  - FTEC robes & Combustion belts | Feathered headbands (TBD)
  - Raffle Girl outfits (3)



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- Golden tickets / Ticket Drum or container
- Raffle pouches
- Auction Item Brochure
- (12) Noise Challenge Hats
- (15) Black Clip Boards
  - i. Venue Map
  - ii. Colour Copies – FTEC Logo On Large White 8.5 x 11 (used for spotting)
  - iii. Watch Info (BA)
  - iv. Flashlights

### SECTION 13. HOTEL ROOMS

- Ring Setup Crew: Mo Elash – May 26 & May 27, 2023 - Prem Queen Suite
- Fighter room – May 27, 2023 - Prem Queen Suite
- Regular Rooms: May 27, 2023
  - Michel DeQuevedo
  - Eugene Draw
  - Scott Jackson
- Jennifer Huggins/Virgil Barrow - Premium King Suite

### SECTION 14. AFTER PARTY – GARDEN DRAWING ROOM

- Gear and DJ: David Iantorno

### WARDROBE LISTS:

#### Dancers Outfits:

- Maristela Dance (Fight 1):
  - 2 FTEC T-shirts (blue) Small
  - 2 knee socks
  - 2 shark costumes
- Selland Dance (Fight 3):
  - Girls –
    - 2 FTEC bomber jackets (borrow from the girls)
    - 4 FTEC hats
    - 2 high knee socks
  - Boys –
    - T-shirts / Tank Tops (hip hop gear),
- Main Event (Fight 5):
  - Supplied by FTEC – Bomber jackets /T-shirts/Tank Tops, FTEC Hats, knee socks

#### Ring & Raffle Girls

- 3 Robes - 3 High Knee Socks - 3 FTEC Hats

#### Girls Please Bring

- Comfortable white, black red or gold dress
- light black tights or fishnets (optional)
- Comfortable black heels – no stilettos



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### ITEM LISTS:

(more to be added – please keep track of individual item lists)

#### Kingsway Boxing Club (Jennifer Huggins)

- All Event Print
- Corner Pads
- Water Bottles (5 Cases)
- Fighter Clothing
- Photo Printer
- 2 Laptops with event videos preloaded
- VGA output for laptop
- (50) SelfStor Pens in Holders
- Portable Drawer
- Stationary Case
- (100) Zip ties
- Double Sided Tape, Gaffer, Duct Tape
- Scissor Case (5) Pairs
- Stapler
- Postcards with holder
- (50) Magazines for display with holder
- 2 Cases of Water
- 50 Media Check-in Forms
- Un-mailed Ticket File folder
- (500) Guest Lapel Pins
- Lanyards
- Jen's Printer or Lynn's Printer
- Power Bars & Extension Cords (Lynn to bring)
- Swag Give Away Display:
- Green Cell Phone Card Holders (green)
- PMCF Key Chains
- Acrylic Box from gym
- Join The Fight Photo Wall
- 1 Laptop with event Videos preloaded
- 1 Drive with preloaded AV

#### Arnold – Photo and Lighting Gear

- Video Camera and all other components for promo video
- Go Pros (3-4)
- Extension cords for all setup

#### Virgil Barrow

- Fight Bag – Coaching materials (pads, headgears, towels etc) - Fighters Books

#### Q PRODUCTIONS – Itemized Breakdown (separate Doc)

#### Betty Ann and Lynn Mosher

- All Auction items and other items at SelfStor
- Event Planters
- All Auction and Reception Team Documents
- Live Auction Item Sheets for display and handout
- Live Auction Prize Items
- 10 Cases of Water – to be placed in each section \* Two cases in Fight Team Room
- Peanut Free Bars
- Narrow Tables (Higgins Party Rental) – if not supplied by Old Mill – need to know ASAP to reserve
- Rolled T-Shirts for Guests
- T-Shirts for Taiko Drum Team
- Fighter Raffle Baskets and Displays
- Business Card Draw Prize Basket
- Noise Challenge Hats
- Silent Auction Items
- 50/50 Tickets and Pouches for Table Hosts
- 10 Clear Buckets
- Raffle Ticket Roles
- 10 Red Table Cloths
- USB for Fighter Raffle
- Tote Bags
- Digital Scale
- Printer (Lynn's)
- Power Bars & Extension Cords for Reception area
- Blank Business Card Draw cards
- Walkie Talkies
- 2 Cash Boxes- 2 Floats (one for FTEC Host Team, one for Reception/Auction team)
- 2 iPad Donation Setups
- Laptop – Secondary Reception Checkin

#### Shana Bates/Rob Gorican

- Tim's Coffee for Setup Crews (throughout day)
- All Costuming and Props for entertainment team
- Pizza Order for Setup Crew (11:00 AM)
- FTEC Staff Snacks and 500 Late Night Snack Attack items

#### Jen Huggins

- Headphones for John
- Portable Chargers