

Name: Sara Pitcairn, Emily Rheault, Haley Steinhilber

Project Title: Shepherd Park: History & Community

Description: Come together on Sunday, April 14 from 2-5pm at the Shepherd Park Library for Shepherd Park: History and Community. Neighbors are encouraged to bring documents, photographs, and other historical materials for digitization and preservation, as well as personal and family stories for oral histories and a community mapping activity. Stop by for a day of history, stories, and community.

Can we share information about this event on our website and social media: Yes

Are there any restrictions? No

Exhibition/ Event Details:

(What do we need to know about your vision for this exhibition/ event?)

*SEE EVENT PLAN

Onboard Equipment:

Inside TV	N/A
Outside TV	N/A
Inside Speakers	N/A
Outside Speakers	N/A
Other?	*see event plan

Preparation:

Exhibition Construction—

Date: Thursday, April 11

Time: 3:00-5:00PM

Materials:

- Putty
- Tape
- Paper cutter
- Laminator
- Lamination sheets
- Printed labels (KM)

Truck Equipment Prep— N/A

Equipment Request—

- Epson Perfection Scanner V850 Pro
- Tablet iPad
- Folding Chairs (4)
- 3x6 ft table
- 24 in round table
- Magnets

Driver: Maren Orchard**Event Schedule:**

11:30	Maren— arrive to open office & check Humanities Truck Clean-up/ prep truck
11:30/ 12:00	Shepherd Park Team meet at AU Load Humanities Truck Put up labels
12:30	Depart AU Driver: Maren, following Emily
1:00	Arrive at Shepherd Park Library
1:00-1:45	Project team will set up each planned activity and coordinate with SPCA volunteers
2:00-5:00	Humanities Truck Event
5:00	End event Load Humanities Truck
5:15/30	Depart Shepherd Park
5:45/6:00	Arrive at AU, unload Humanities Truck Tear down exhibit