

# POPS ON THE RIVER – JULY 14, 2018

## INFORMATION SHEET

PLEASE SHARE THIS INFORMATION WITH YOUR GUESTS



Welcome to Pops on the River!

Your table assignment is **Table #**\_\_\_\_\_.

A map has been enclosed for you to see where your table is located. We will also have one posted at the Reno Phil office at the McKinley Arts Center and at the park on the day of the event. Please read the important information below to help make your evening more enjoyable!

### LOCATION AND TIME

- Wingfield Park is located in downtown Reno on the corner of 1<sup>st</sup> and Arlington.
- Gates open at 5:00 p.m. for table decorating. The concert starts at 8:00 p.m.

### PARKING

- Parking at 1<sup>st</sup> Street Garage is available at your expense.
- Handicapped parking is available at Barbara Bennett Park or on 1<sup>st</sup> Street.
- Barbara Bennett Park, side streets, & the city lot at the corner of Sierra & Court may have additional parking.

### ENTRY INTO WINGFIELD PARK

- Unloading/Loading is done at the Arlington entrance ONLY. Unload your items, then park your car.
- **DO NOT PARK ON ARLINGTON BY THE PARK!! Drivers must stay with their car!!!**
- We encourage you to come early to avoid traffic jams.
- Access from 1<sup>st</sup> Street is available across the bridge.

### WRISTBANDS

- **PLEASE PUT YOUR WRISTBAND ON PRIOR TO ENTERING THE PARK.** Your ticket to enter the park is your wristband.

### WILL CALL

- A **WILL CALL BOOTH** will be available for wristbands that have not been given to your guests. To leave wristbands at Will Call, **put your guests' wristbands in a letter size envelope with their name clearly marked on it.** WILL CALL is located at the Arlington Gate Entrance only.

### FOOD & DRINK

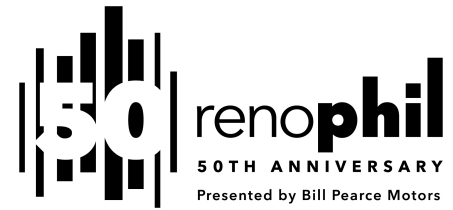
- **Bighorn Bar & Grill** will have beer, wine, & water for sale in the park during Pops on the River. Consider purchasing your beverages at the event to save on cooler space!
- No food will be sold in the park.

### CATERERS

- This year, our Pops Preferred Caterers are:
  - Liberty Food & Wine Exchange: 775-336-1091
  - Rounds Bakery: roundsbakery.com: 775-329-0800

-Savory Catering / Famous Dave's: 775-387-1799 / 775-826-7427

NOTE: Your caterer must not leave their vehicle unattended when dropping off your order to the park. There is **absolutely no cooking or catering allowed in the park**. Food is to be brought in prepared and if you have a caterer bringing food to the park for your table, they can only drop it off--they are **not** permitted to set up a serving or prep station.



### **FOOD AND BEVERAGE CONTAINERS**

- Guests may bring wine and/or other drinkable concoctions.
- **NO HARD LIQUOR OR BEER BOTTLES ARE ALLOWED IN PARK.** Bring mixed drinks in **PLASTIC** containers.
- **Please try to limit the size and number of your coolers, so that they will fit under your table.** This will allow room for the judges and fellow participants to view all the tables.
- Please recycle! Bins are available throughout the park.

### **TABLES AND JUDGING**

- Decorate your table, have fun, be creative, and win a prize!
- A form for table judging will be included in your table packet at the event. **Please fill out the form** and hand to the judges who visit your table, so that they know what category you're competing for.
- Table judging will take place between approximately 6:00 p.m. and 7:00 p.m.
- Tall decorations must be taken down prior to the concert so as not to block your neighbor's view.
- **DO NOT BRING YOUR OWN TABLES TO FIT IN NEXT TO YOUR ASSIGNED TABLES. THERE IS NOT ENOUGH ROOM BETWEEN TABLES FOR THIS.**
- Categories for judging the tables are: Most Historic, Most Elegant, Most Outrageous, Best Elton John Theme, Best Drinkable Concoction (Alcoholic or non-alcoholic), and Best of Show.

### **TABLE PACKETS**

- A packet will be on each table containing programs, announcements, and trash bags for disposal of trash at the end of the concert. Please do not leave anything on your table. **Fill your trash bag and leave it on the ground by your table.**

### **DRESS**

- Dress as casually or as elegantly as you like. Costumes are encouraged if you are decorating a table.

### **NOISE**

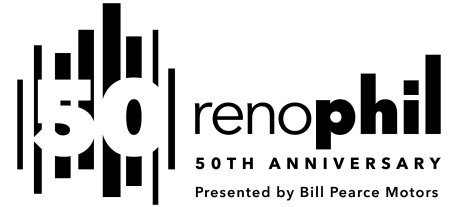
- **Please keep noise to a minimum during the concert, so that everyone can enjoy the music.**

### **CONDUCT THE ORCHESTRA**

- Prior to intermission, an auction will be held for someone to conduct the Reno Phil during the second half of the concert. Bid high, and reward someone at your table with this privilege!

### RAFFLE

- Please bring **plenty of cash** to buy raffle tickets for an opportunity to win one of many fabulous gift baskets! All proceeds benefit the Reno Phil.



Tickets are **\$5 for 1 ticket, \$20 for 5 tickets, and \$100 for 30 tickets.**

### DESIGNATED DRIVER

- POPS ON THE RIVER is a fun party, and we encourage everyone to enjoy themselves. We also ask that each group have a designated driver to avoid any unfortunate situations.

**PLEASE REMOVE ALL DECORATIONS FROM THE PARK WHEN YOU LEAVE!!!**