Copy of 2018 Leads Report (with a few redactions for privacy)

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Hey Everyone this is Mighty! Great year!

I will leave the lead reports below as is- so that the leads can speak for their own notes for next year.

I’ll put my own observations here- I was there from beginning to end (for the first time!) and since I am also retiring I want to make sure that my experience is captured for next year’s camp head. For those who dont know, I am probably not going to burn again for a while. Things could change, but I dont think they will change in time for me to make this commitment. I have thus applied my recommendations with a very liberal hand- and the understanding that they need not even be considered if there is a better idea out there!

Seriously though, even though the point of this is to document the things that can be improved, everything went pretty great. Congratulations to everyone who worked their asses off. There is nothing but Love and “unsolvable problems” Unsolvable problems are of course, solvable, but they are the same problems we encounter year after year until something works- if an idea doesn’t work, it was still worth trying, and we are still happy that someone wanted to try something! Documenting what is tried and doesn’t work, keeps us from repeating a bad idea from 3 years ago that we forgot blew up in our faces.

Pre-Playa:

Slack seemed to be finding its feet for communication between leads- I think it’s more useful for us than for the general campers- I suspect Facebook just dominates now, the effort into creating a discussion forum outside of that is likely to suffer a lack of use. I think that it works for announcements, and posts of information people need and allows non-facebook users to receive the information they need. I did receive some feedback from a couple of emporers that they aren’t fans, nothing is going to work for everyone, and it was implemented specifically to address the failure of the yahoo group (many leads couldn’t even figure out how to post on yahoo) So- if a change is desired, I would definitely recommend an implementation plan, and process that understands how hard it is to get a large group to use anything- and that any communication channel needs other communication tactics (newsletter, checklist for sponsors) to support- especially non-written communication- because people really do not read

We still dont have a way of having an at-hand list of all registered penguins. We came closer with the google form but some people registered without filling it out (including some leads who didnt support the membership process), and we didn’t do a good job of removing the drop-outs so emails went to people they shouldn’t have. Recommendation: Membership find a way that works for them to keep a list of registered penguins and emails that is accessible to all leads at any time for communication purposes, a link that everyone can just click on and it’s completely up to date.

We expanded membership to 128 penguins this year after the last minute adds we had (and always have) and that includes 2 penguins with dues waived. Recommendation to apply for a kitchen permit next year unless reducing the size of camp- and being realistic that we will always have last minute people that put us over our hard cap.

Reno week:

Siphon did a great job managing Reno week. I personally found that the teams were too sparse and both the non-food errands and build teams lacked the support they needed as people took off after finishing their job for the week. Things like the non-food shopping, home depot, dump run if needed, propane filling, gas can filling, and any maintenance to the equipment should be included- and these things can certainly use more than one or two people. The structure is great though, and will only get better working with membership for more lead time and publishing before people make travel plans

The Truck Company- they are nice enough, but pick up took 2 hours, transfer to driver was problematic and took at least an hour, and drop off took 2 hours. I’m told this isn’t new- if staying with them, it should definitely be considered when assigning the people to deal with the truck (maybe it’s own job and someone else manage the brain-parts of the non-food errands

Build:

Went really well, we had more work access passes than we could give out. Wonder if there is a way to develop participation to encourage more people to come out. Early Entry was always a privilege so no incentive (like shift credit) was necessary- perhaps the time has come to revisit that. There was an issue with communication- it had been communicated to penguins that they should not expect to eat meals the day of their arrival on playa as they will be working on their personal stuff that day and not camp build. The experience on playa was that they were asked to join the camp build before building their own camps even if arriving close to or after dark. Recommendation: clear communication of expectations. I personally feel that it’s important to get your house built before dark if you can, or as soon as you can if arriving after dark. But whether or not that is the policy, what we say will happen should be what happens so people are prepared for their arrival.

Burn Week:

Things seemed pretty good overall- we were blessed weather wise

Lost a barn roof in a windstorm before the gate open (every grommet ripped out) I dont know if it was kept for repair or disposed of. I donated a large shade cloth that I hadn’t used in years and a replacement tarp was brought in by late arriving penguins. (if the penguins dont want to use the shade cloth going forward- the unwanted donation haha) go ahead and toss, with my apologies for the moop I wont be picking up!)

Bitter End

Load up: the trailer looked kind of empty when we left the playa! It’s because a lot of kitchen equipment got packed into the truck bound for reno and we had to manage that at the storage locker. To fit everything- we filled the coolers and ditched the bins. Note for next year: buy bins and bring to the locker unload. We asked about larger storage (that was our first solution!) and apparently Reno is having a bit of a boom right now so there is no vacant storage in Reno. If the camp wants to get a bigger unit- EZ Storage suggested we contact them in the early summer.

One of the bitter end team members did not meet expectations on Monday. One issue is that there were a lot of penguins chilling out, and only a couple working. Nothing wrong with that in the existing system-this is why the bitter end team doesn’t have to do shifts- but I think the model might need revisiting, both recruiting the bitter end team and what that means for other campers lingering on the last days because it is kind of crappy to work in the sun when a bunch of people are just hanging out.

Food for Bitter End team didn’t really work out- we ended up with coolers full of garbage and not in garbage bags which was gross to deal with. Recommendation that bitter end team be able to select what they want to keep and put in their own coolers or a small empty cooler and all other food be disposed of when tearing down kitchen.

The shovel should not be put away early- it is needed for the oil stains from personal vehicles that people dont dig up when they leave. The lock was not put on the outside of the trailer door this year and is assumed to be buried in the trailer somewhere, we used the truck lock to lock the trailer THIS IS A KEY LOCK NOW, NOT A COMBINATION NEED TO MAKE SURE THE FIRST ONSITE NEXT YEAR HAS A KEY OR CUTTERS. You might also want to buy a combination lock in case it’s properly lost

A proper moop sweep was not done (with multiple people spread out walking the property) 3 people is not sufficient for this. The water tanks (fresh and grey) were tarped. This was a problem at the end- no human power can move the full greywater tank to get the tarp out. Kahuna was able to call the provider to pick up early, but we are at the mercy of their schedule in this situation, and they pick some up later in the week. Recommendation: no tarp under water tanks at the end of the week (LNT should decide if it’s worth doing and remembering to pull it out when the greywater tank is drained midweek or to not bother at all)

We need to wait for the hi-res map to know our true moop score (it appears green with a little yellow right now where our parking lot was placed) We had been given extra land by Android Anonymous provided we make sure that placement considered us responsible for the land, which Kahuna did, so while our borders appear on the map as what was initially assigned to us, our responsibility goes right up to the police plot (and it looks like we have some yellow there)

Incidents:

There exists a whisper network in the penguins, with many names tossed around over the years. Recommendation: reach out to BED for ideas and create a process for both complaints and also find concrete actions to encourage a healthier consent culture where people feel better about stating boundaries, understanding and respecting boundaries, and safety in reporting. Also- what to do with reports when received.

**Theft:**

A MECO camera was left behind by one of our performers. It was placed in the penguin lost and found in the dining room. When a lead went back to take it to a more secure location it was gone and assumed to have been returned to the owner. It wasn’t. Recommendation to have a process for lost and found items that are more expensive to replace. For discussion- should we offer to do something for Rahul if it doesn’t turn up? They run about $400 new.

**Communication of Expectations**

A lead was approached by at least three individuals during tear down who expressed that the camp expectations needed to be communicated better, as there appeared to be more members this year that did not understand the commitment. There were accusations of new members being more plug and play than before. Perhaps we need to ensure that sponsoring members are clearly communicating the camp expectations.

**Recommendations:**

There currently exists no process for asking a penguin to leave. Recommendation to create one

Strong recommendation for clear process on how to handle incidents- what can be handled by the intervening lead and what must be escalated (e.g. anything to do with a weapon must be escalated in my opinion, even if the situation is over really quickly, even if the investigation is really quick and easy, it needs to happen as close to the time of the incident as possible)

**Lead Reports:**

Kitchen

**Your lead area:** Kitchen

**What you did/tried:**

Menu - Menu/Recipe design/ formatting, food yield inputs, safety and sanitation information, cooking instructions. implementing a full service breakfast again.

Shopping list - Done in a format to be sent to our food rep, how ever he would like us to input our own item numbers to assist in specifications. Save the itemized receipt from 2018 as it has all of the item codes we used. it can be punched in on the shopping list in a separate column. (if that receipt can be forwarded to me, i can punch in those item numbers.

Generator workshop (reno) - Assisted in drawing out bike racks, fixing/ improving the bar.

Reno Storage - Cleaned all BBQs and coolers

Dump run - Assisted in disposing old/ broken equipment.

Reno Shopping - Smartfood/ wholefoods order confirmation. I think a group example of how to properly pack a cooler would be necessary before people jump in and start randomly doing it, too much ice was used/ overfilled coolers with ice rather than food.

Early Entry Build - Helped build infrastructure. Mainly focused on kitchen barns. once the barns, shelves, and tables were set up, Teenie & Myself took a team to organized all equipment on the shelves. A huge plus this year was reorganizing extra cleaning supplies and keeping them in organized bins under the prep tables.

On Call Co -Emperor - i made the effort to check in to the kitchen at least once per day, crossover with other leads or groups and see how they were doing. I often found people looking for me at camp needing to ask questions about where things are or how/what to use equipment at all hours of the day.

What went well:

A huge plus this year was reorganizing extra cleaning supplies and keeping them in organized bins under the prep tables (limited clutter). People seemed to be very satisfied with the menu. Most meals were served in a timely manner. Never had to use the fire extinguisher! Reno shopping was quick despite needing to repack most of the coolers early on. Build and set up couldnt have been any better, seriously such a good build! Cooler temperatures/ ice changes were great this year. Sufficient amount of cooking penguins, maybe schedule one more lead to dinner?

**What were the challenges:**

Packing ice chests - could use some group educating before executing the task

No soap - As stated, we had someone off playa bring us some

Running out of propane - I believe booster went to go get some extra tanks. 2 tanks seized and could not be opened. a few menu items (IE: baked potatoes and full service breakfast) used extra or excessive amounts the resource. efficiency of the BBQs being well seasoned through many years of burning man have likely decreased. as BBQ get older, small leaks or pressure changes cause gas to run less efficiently.

Co-emperor health - With Flux being very sick for the first few days, Teenie & I became the driving force of getting our kitchen organized to be able to put out our first few meals.

Early in the week Teenie breaks her arm and has to pull back from any physical tasks in the kitchen. i could have really used an extra kitchen emperor to help with daily tasks like checking food levels and quality. Especially a extra voice for leading kitchen tear down.

Food portions - Take too much or too little? i think if our kitchen team served appropriate portions to the hungry people rather than people taking their own plates. This would greatly improve how much food is being eaten or even thrown away from people taking too much and not eating it all. using correct amount/ items on meals. our pizza cheese was used on other meals when i found certain crews using mozza because they thought it would be nice to have more cheese options (noooo!!), i was pretty disappointed with my pizzas this year.

Wristbands - When i cooked breakfast i had noticed we ran out of food really quickly in previous days despite very reasonable order numbers, have stated that we cook roughly 200 eggs per day (20% of penguins dont eat eggs so 100 X 2 eggs per ), i cooked 360 eggs that day, that means of the 100 penguins who ate eggs, they consumed almost 3.5 eggs EACH? there has to be something more here. i wasnt seeing a lot of familiar faces that morning, and if there was, their were definitely some friends who got free breakfast. we need to enforce, NO WRISTBAND NO FOOD! or meal vouchers. as our camp expands, this area is hugely overlooked.

NO MORE BAKED POTATO - IMPOSSIBLE ON A BBQ AT OUR CAPACITY

NO MORE KEBABS - PREP TIME WAS TOO LONG

NO ONE EATS OR WANTED TO COOK OATMEAL - BYE BYE

Soap was on our inventory, but never landed on playa or existed... we had to buy some. we delegated to a penguin in reno and bought a shit ton of soap. i think we have enough dish soap to last 3 years.

breakfast schedule - Currently scheduled from 7:30 with breakfast at 8:00... thats a lot of food that needs to be pumped out in 30 minutes. ideally id like breakfast to be served at 9:00 its frustrating to have people grumpy and disappointed when their buffet wasnt ready for them at 8:01.

ABSOLUTELY NO COOKING IN THE KITCHEN AFTER HOURS! BBQs left on, coolers left open, personal food being stored, freezer being left open with someones icecream... melted, dirty counters when i know how hard the clean up crew worked to make that place sparkle!

**What would be your recommendations for next year:**

Upgrade in equipment - I worked tirelessly to the best of my abilities to build a menu that revolves around home cook techniques based on our BBQs. The BBQs are well over full capacity every meal to cook a variety of items for all 125(128) penguins. an upgrade to commercial grade equipment is obviously an expensive investment, but also a hugely necessary one. i cannot imagine what would happen if we lost a BBQ mid week on that menu.

moving towards commercial grade would increase efficiency of propane use, cooking times, cleaning, grease/ carbon disposal, equipment lifespan/ maintenance. Even equipment upgrades like refrigeration would be an initial investment, but saving on daily/yearly ice costs, sanitation needs. upgrading from fuel gel burning chaffing dishes, to a commercial steam table that uses minimal amounts of electricity to heat numerous chafing dishes as one unit (and super easy to clean). The kitchen is a monumental amount of work and one of my biggest stresses/ challenges i face year to year is the aging equipment!

**What do we need to remember to buy/replace?**

We need some new storage bins as ALL of our kitchen equipment is currently sitting in our coolers.

More propane tanks, identify and replace seized tanks.

Large ziplock bags for left overs

BBQ lighters - Like 10 of those puppies tied to the equipment... ALL MY LIGHTERS WERE STOLEN IN THE FIRST 3 DAYS!!

**Any incidents of note:**

a Few breakfast leads through the week would stop cooking breakfast because they were tired of cooking food... which is a little disappointing when breakfast is totally cleaned up 30 minutes before last call. and only half the daily amounts were cooked, They were not very happy when i told them to fire the grills back up and cook another 100 eggs and pack of bacon.

DONT USE UNFILTERED WATER TO MAKE COFFEE... ITS REAL BAD!

**Communication- Lovebeard**

It was great working together this year! I really enjoyed helping to herd and wrangle the kittens. Slack seems to be gaining traction although I still received a lot of fb messages and had to use Facebook and email in addition to slack if I really wanted to reach everyone.

Having a calendar/list with key dates /comms beats for the year would help a lot with advance planning, I found myself frequently being reactive without one(sadly I also did not record what and when the key beats were)

As I didn't actually make it to the burn this year I don't have much else to report:save that several of the younger female members of the Camp were made uncomfortable by some of the older men. This is truly unfortunate and something I recommend the leads seriously examine. You'll see this reflected in the members survey at least once as well.

I'll be sending out the survey results seperately, we received 46 responses(plus two people who sent me a barrage of private messages on Slack instead) that's almost half the camp, which in my experience is a great response rate for something like this.

I won't be camping with the Penguins next year, as I'm ready for something new, but hold you all dear to my heart and look forward to visiting.

Thank you for everything,

**Hospitality**

**Leftover Bar Inventory:**

* Donations from chocolate inventory party - 6 bottles vodka, 1 Kahlua, 1 chocolate syrup
* Gloves - 3 half-filled boxes
* Wine - 10 boxes red, 5 boxes white, 4 boxes blush
* Penguin Pee - 5 bottles vodka, 8 containers Country Time lemonade

Notes:

* -the wine kept just fine from last year, as long as unopened
* -need signage reminder at serving area to completely finish a box before starting a new one - quite a few started boxes at the end
* -pre-sorting supplies by day helped organize in advance so that people knew what to grab
* -having a cafe host was great for backup coverage and in general worked well
* \*\*make sure chocolate is not placed in ice or water pre-playa! Water seeps into the packaging!

**Bar**

Repairs

* Re-aligned brackets for hanging overhead sections of bar, re-positioned stripped out brackets.
* Glued and clamped sections of ply that were separating / splitting.
* Re-aligned cam locks that wouldn't latch on front panel (should be re-positioned next time).
* Removed and replaced broken dowels.
* Added hardware to affix shelving to brackets for extra stability.
* Added shelf brackets on inside of bar for extra stability and strength (done using inserts at first, but 2 failed early in the week and were replaced with wood screws instead).

Suggestions for next year

* Add more brackets to the outside of the bar top (decoratively, maybe wooden) for even more stability and re-usability.
* Add custom lighting to the bar instead of random rope lights and a hanging work light. LED RGB strip module on the underside of the bar, back-lighting on Koyote stained glass, strip lighting along top section of bar for diffused lighting.

Other Suggestions

* Build a custom table for water and virgin penguin pee, decorate it, light it.
* \*\*Make a frontage sandwich board-type sign for the bar, listing what we have to offer.
* Serve chilled sangria during the day, regular wine and chocolate at night.
* Long term: consider a chilled beverage dispenser for serving any chilled drinks instead of using a lot of ice.

**Bike Racks**

Comments

* Used a CNC pattern to cut out 4 bike racks with capacity for 10 bikes each. Unfortunately had to be done by jigsaw, so it came out uneven and improperly scaled. But it worked. Required 2 sheets of 4x8 plywood.
* The use of lights on the ground to mark the road helped keep the bikes off the road.

Suggestions

* Use the existing bike racks for penguin parking in the camping area.
* Make proper bike racks with a CNC machine with plenty of time, paint, decorate them.

**Truck**

**food truck had wrong things loaded into it**

place the fuck truck and the food truck side by side when they need to be loaded on sunday. reason being, its easier to see and manage what gets loaded into them because my focus is the large truck i was not witness to everything being loaded into food truck. many things which should not have been loaded went into the food truck. Basically me and helpful supervise what gets loaded into the large one but there was no designated for the food truck to supervise hence ppl just put everything into it since the food truck was right beside the kitchen. moving food truck would help avoid some of that.

**Bitter End**

the one thing that could have been better, one bitter end team member was a lazy hippie. I was busting my ass and i would give him direction but would not live up to his end. Meg, I believe told me she had a real talk with him, thereafter i noticed he was on LNT, he raked and raked and picked up garbage so good call on that cuz i could not get him to really help me load or move anything onto the truck. maybe it was the way i asked or directed work but i hope this not the case, no one else complained.

Dog’s recommendations/ideas in general:

all in all i don’t think i saw any major incidents and whatever improvements we can make, i welcome them but really things are pretty damn good, asking for more could be for the benefit “of a staffing camp” we we seem to be growing into which requires things to be reliable and in a timely manner. we host the fire conclave as well as rangers. i myself i’m not aware of the exact members vs staff but i definitely see more of it in past years. if this is the trend going forward…something to think about and plan for.

**Waterworx:**

No lead report, but other leads made observations:

**The shower**

We went through water much faster than expected. Would be good to know the results from the water meters to see if we know why

Some campers were observed taking buckets of water into the shower to pour over each other instead of using the spray shower exclusively. This sounds like a big contender for why we were going through water so fast early in the week. A lead said they spoke to someone and told them not to do it, but suspects the practice was more widespread

Some people experienced some trouble using the shower.

**LNT**

Your lead area: LNT

What you did/tried- co-leading w Ham went very well

What went well- overall people showed for their shifts and did good work

What were the challenges- a few no shows and getting compost off to the compost camp consistently

What would be your recommendations for next year- have set compost and burn shifts put into the schedule from day one

What do we need to remember to buy/replace?- yummy never got his recycling containers

Any incidents of note (good/bad/unsure, it's good to have things documented)- not that I know of!

**WADDLE LEAD: 2018 AFTERBURN REPORT**

In its first year, I wanted to try and encourage pre-playa discussion among the community to build a sense of connection before we all met. To do this, I engaged with Penguins online and through Slack. I also wanted to create opportunities to have Penguins complete outings and to interact together once on playa. To do this I organized Lamplighters, I helped run the Chocolate Martini Party and provided card games for use in the plounge.

**What was done:**

* Posted a weekly question to Facebook in order to engage Penguins in discussion and opportunities to get to know each other
* Created a Waddle Board – white board for use by all Penguins for notes, messages and reminders
* Photo Board for identification of Penguins
* Was a co-lead for the Chocolate Martini Party
* Organized Lamplighters

**What went well:**

* Pre-playa discussion went well. People were engaged and many participated in the discussions
* We had a good supply donated for the Chocolate Martini Party
* Waddle board was used by many, and created a communal place for notes and messages
* Photo Board had over 80 respondents
* Box of cards (placed in the plounge) was used by both camp members and non-camp members – and were well taken care of.

**Challenges:**

* We had over 80 people indicate they wanted to participate in Lamplighters and only 20 actually show up. It would be nice to organize a system of determining actual intent to go – or giving credit to those who do attend.
* For those who attended Lamplighters, dinner was not put aside (as the commitment made us late for dinner), despite advance notice to the kitchen. This dissuades people from wanting to participate, as they are concerned about not eating.
* I had three people who indicated they wanted to lead an outing, but they didn’t actually plan it. One person did follow through.

**Recommendations for next year:**

* Lamplighters – if we participate, we need to work out a system of having food set aside for their return.
* Organize outings better – perhaps contact art cars, camps and organize in advance and communicate the schedule.
* Two reminders for Chocolate Martini donations appeared to work well
* Have the Waddle Lead work more closely with orientation to ensure better communication and point of contact is established with community issues

**What do we need to remember to buy/replace:**

* All supplies purchased this year are in working order and fairly new.
* Whiteboard markers may need to be replaced as they may dry out in storage.

Other lead’s observations:

 I was glad to see that we had a Penguin Waddle Board this year. I think in the future it would be good to have one large white board to write camp information on (times for breakfast, lunch, any penguin events coming up, etc.) and another large white board that people can write messages only on. The Waddle Board this year suddenly become overrun with messages and it was hard to see any camp info on it.

**Fuck truck:**

* Made due without a fan as they were not available in Reno. I will order one on amazon next year.
* The rope lights stoped working halfway through the burn. I will get more next year.
* I had a lot of help from Lauren and Roo.

**Greeters:**

1. What you did/tried: I checked everyone into camp, gave them their penguin bracelets, went over their shifts and asked them if they had general questions I could help them with.

2. What went well: I think everything went extremely well.

3. What were the challenges: The biggest challenge was to get everyone checked in. I didn’t get the last penguin checked in until Thursday. The other challenge was that the binder I had purchased was a little to small. I didn’t realize that 125 pages would take so much room. I will have a bigger binder next year.

4. What would be my recommendations for next year: Next year I will check in Emperors and others helping with setup in the first couple of days. I think the time we had off during the middle of the day would be a great time to do that. I also do not have a problem even going around camp and checking in people instead of waiting for them to come to me. I did do that for a few people this year and it really seemed to help with check-in. I don’t think the Greeter position is one that needs two people to get the job done. I did not have a problem being there daily, but it would be nice to have a back-up if needed. I don’t anticipate that I would need one next year either. Recommendation that YouShould lead not participate with greeting. I think it would work great next year if we closed Shiftboard early (around August 1st), so every Emperor’s shift list was accurate and there would not be any changes before we arrived. I know that might be difficult regarding people who register late, but that’s something we can work around. I think it would work nicely if I could get a list of what each Emperor’s shiftboard signup is when I arrive in camp or before. That way I could have that information to add anyone to shifts who might be short when they check-in. After I have finished checking people in for that day I could meet with Delightful (You Should or Shiftboard Emperor title) and let her know what I have added and she could change her master list to match mine. Then it would be her responsibility to add the changes to each emperor list so they have a current list too. It got a little confusing this year with both of us being there.

5. What do we need to buy or replace: We need to remember to buy the wristbands for next years virgins and veterans. I had a large amount of bands left this year and when I mentioned it to Kahuna he told me that buying 100 of each was cheaper than ordering less (he purchased them this year). I think having the red emperor bands this year was a great idea too. I would like to see us do that again next year. I thought about ordering some without the year, but I know people like to have that on there as a memento and I agree with that. Ways to improve process of knowing where people are camped: it got to the point that everyone had a tent that was blue or grey, was in RV or a Yurt and that would make it almost impossible to find that person. I think maybe having a third large white board divided into different areas by Placement could work. That way after check-in each Penguin could write where they are in camp. This is something that might have to be discussed more in length. I think that having that visible in camp would help instead of just being in the binder also.

6. The other thing regarding shifts…..I was told by quite a few people who checked in that they didn’t have to work some shifts, for various reasons (teaching yoga, etc.), by Kahuna. We need to discuss, before Shiftboard opens, what other exclusions from shifts there, besides being an emperor. I also know that we need to address the tear down and bitter end issues also.

Other observations:

Lost and Found set-up can be improved, 2017 a good model.

**Décor**

**What you did/tried – focus**

Main focus – backdrop for stage area

1st Stage

1. Purchased white organza curtains and some inexpensive lighting (for the first stage of backdrop focus)

2. This area had been left out of décor and since much of the café is planned around music my vision is to make this more of a focal point in the future

2nd Stage

1. Stronger spot lights to bring better focus to this area

2. Identify a way to hang backdrop curtains to better execute spot light (simple and easy execution is important)

Second stage of Blue Canopy for main Cafe

Purchased break apart hula hoops so canopy can be put up after the infra-structure is done. Execution went well, no concerns or problems.

**What went well?**

* Having the infrastructure done before the décor went up was great.
* This helped everyone know that the next step was décor.
* Take down went much better this year also. Having a specific time and announcing what is needed the day before and day of “take down” really helped people know what to do.
* I was also more directive and knew better what the stages of set up were and what needed to be done.

**What were the challenges?**

Challenge for me is directing everyone at the same time.

**What would be your recommendations for next year?**

Break up the décor into three areas

1. Café (including snow cones, bar, stage, canopy, pole lights and organza wrapping

2. Plounge – focus this on the “BM Theme of the year”

3. Yoga Tent

**\*\*Each of these areas should have a designate person in charge with people sent to them.**

 **\*\*Yoga Tent – I heard that the yoga tent was not used much because it was too small for the group that showed up during the classes. We need to look at whether we need/want to purchase another tent.**

**What do we need to remember to buy/replace?**

* We lost 5 strings of lights this year.
* We were short 5 strings also.
* Have a total of 15 poles that need lights and organza.

**Purchase:**

* 20 – White strings lights – anticipating that we will lose some from this year as previous year
* One more bolt of White organza
* Larger spot lights for backdrop
* Extra Large bins for canopy and extra material (are in plastic bags at this tie which will need to be replaced)

**REMEMBER:**

Tarps need to go down before the carpets are put down.

Stage lights and organza at each pole for décor people

 Identify designated persons for Plounge and Yoga décor

**Listener**

**What you did/tried – focus**

Identified and posted in the dinning tent where the Anonymous Village and Zendo Village was located.

 When introducing myself to new penguins I let them know I was available to listen or talk with them about concerns, questions, or point them where or to who could help them, also that this would be confidential.

I did get positive response from everyone, even if it were only really nice to know there was someone there.

 **Challenge:** to encourage emperors see importance of this position and retain some of the information to share with other penguins.

**What would be your recommendations for next year?**

 Continue to promote this position and identify what the preemptors of the position are.



**Ice**

**What you did/tried- note any process improvements so we dont forget them**

This year we tried out a model whereby we had daily ice leads. This is a change from the old model, whereby the ice lead led every shift.

**What went well**

Ice leads all took their responsibilities seriously, and everything went well.

**What were the challenges**

The math got very messy. Having six different people use slightly different tracking mechanisms made everything really confusing. In some cases there were varying amounts of extra change, in other cases clearly not, since there was no extra money at the end. Had everything been accounted for there would have been at least $54 extra, as we got that much extra change on one of the days. We broke exactly even though, no idea what happened.

**What would be your recommendations for next year**

I tried to design a sheet for people to use to calculate, but math on playa is surprisingly challenging, and it wasn't very well designed. Perhaps one of the leads will aim for the emperor position and have ideas for improvement.

**What do we need to remember to buy/replace?**

We'll need a new ice pump, there's always one that breaks.



**Art/Frontage**

**(Alchemy)**

I think our frontage really rawks! I loved putting together the space ship/pyramid and the Cyborg penguin, and would like to continue as lead and make more improvements next year! I would like to try to tie into the theme again. We still need to purchase more frontage lights. I loved how Chill did the outline on the ground. We still had some dark spots in front. I think our frontage keeps growing, so we need to keep focusing on this challenge.

(Philo)

If the pyramid, backstory and flags are used again, I suggest that they be place in a more prominent position; I don’t think they attracted much attention being placed at the far end of the plounge. Or it may be better to scrap the pyramid and keep the flags and backstory.

The robot didn’t work out for a couple of reasons. The first was technical; we couldn’t get the baby monitor to work. The second is more important; namely, there wasn’t really a time or place for people to approach the robot, either because the robot was too far away from the café, or, when placed at the side of the café, the action on stage made it impossible to interact with the robot. So, perhaps, the robot can be saved for the Follies, giving it a 10-minute segment during which audience members can pose their questions, which would be answered by a hidden “oracle.”

**Lead Area: Snow Cones**

What I tried: Open 4 hours, 12-4pm. Daily shifts: 2 shifts, 3 persons per shift. I trained first shift, then first shift trained second shift.

I did the snow cones set up and clean up each day rather than have the participants help.

Provided a game for burners who forgot their cup, but each team was free to decide how to handle their own experience.

What went well: Everyone worked their shifts; I had a couple of times I had to find penguins, but everybody worked their shifts. It was just that playa time got away from them. It was not intentional. Snow cone making is pretty basic, so I think it was good to leave it to the team to best decide how they wanted to do it. 30 bags of ice per day. Some days we used it all in 4 hours, some days there was a little left over. Someone always bought the ice if we had any left so there wasn't any waste.

What were the challenges: 1) Too many health department regulations. I think it is best just to have the Snow Cone Lead clean and set up. There was one question from the Health Inspector regarding us putting ice into a burner's cup. The Health Department person felt we were contaminating the ice by accepting their cup and putting in the ice. Will address a possible solution in Recommendations. 2) Not everybody could participate in Snow Cones because their are only 6 positions per day. But, I wouldn't change this. 3 still seems the perfect number per shift, 4 would be too many with our current set up. 3) I don't feel that we satisfactorily addressed the Nevada laws and Burning Man recommendations regarding serving alcohol with minors present. I thought we had decided to close the bar from 12-4 in an effort to minimize children being present while we are serving alcohol, but it was open and serving.

Recommendations for next year: 12-4pm for the hours with 2 two-hour shifts, 3 penguins per shift. Lead set up and clean up. I liked each team having their own experience with serving snow cones rather than the Lead needing to be present through the shift. I felt like everyone did great with their shifts. I don't know if the Health Department concern was legitimate or if the person just needed something to recommend. We could easily and with not much expense just provide a paper snow cone cup with each snow cone. Then we are not handling burner's cups and contaminating the ice. I checked the cost on-line for snow cone cups. Office Max has them for $2.49 for 200 cups.

Buy/replace: 26-28 gallons of syrup plus a few sugar free. Snow cone cups-number depends on decision regarding providing cups. If we are not going to provide the cups, we have plenty of paper cups currently. Blue paper towels for cleaning. Cleaning spray that contains bleach. Hand soap. Paper towels for drying hands. 3 boxes of Gloves. We purchased a snow cone ice shaver this year. It is in reserve for when the current one stops working. We also purchased a water dispenser with the correct type of spout this year. Additionally, we purchased a table which helped with the flow and a rubber floor mat which cut down on standing water on the floor. There are enough pumps for next year. 30 bags of ice per day on playa.

Any incidents: No incidents.

**After Burn Report 2018**

**Your lead area**: Membership

**What you did/tried:** This year, instead of using Shiftboard to collect Penguin information, we used Google forms. That created extra work, because for the new penguins to have a Shiftboard login, I needed to cut and paste the data out of the Google forms into the Shiftboard template and have that upload to Shiftboard by their technical support to create a new user login. Plus, when it became known that some of the people that signed up couldn’t go, there was no way, I found, to delete their data from Google forms. What worked very well is that I was able to load the membership data into an Access data base and was able to generate reports and the sign in sheets used for check in. I plan to use Shiftboard to collect the information next year. And we need to close the shift so that there isn’t any last-minute changes made after the check in forms are created.

**What went well**: Set up went very well. Simon had a good plan and he worked his plan. For the most part I think that the kitchen worked well. As note elsewhere, I believe that dinner on Man Burn night be served at 5:30 so that the kitchen staff can go to Man Burn and that that dinner be very simple – hamburgers. This year we had a good number of Penguins stick around for camp tear down. And that worked well.

**What were the challenges:** I think that this year the challenges were few and minor. As always there are a few Penguins that miss their shifts. But I heard very little of that this year. We need more people for camp set up.

**What would be your recommendations for next year:** Over the last couple of years we have made tremendous improvements in our camp infrastructure. And because of that, our camp has grown in the complexity of set up. I think that we need to do a better job of recruiting Penguins to arrive early to assist with camp set up. And informing Penguins what is required for their shifts. We have a lot of good info that has been collected and that just needs to be made available sooner. Maybe we have a link on the membership sign up page that they must click on before they complete their sign up.

**What do we need to remember to buy/replace?** Good Question. Is it time to get new burners for the kitchen? Or maybe a bigger Big Ice Berg? New coolers with lids that are attached! A new top for the dinning area. And maybe more blue tarps for the café area. And we just carpet a small area.