

Seasonal décor rollout

Date: July 23, 2026

Timeline

07:30 – 08:15 Morning Operations & Safety Briefing

The installation leads and crew gather to review safety protocols, design blueprints, and timeframes for the seasonal rollout.

Location: Site Command Center - Room 102

08:15 – 09:45 Main Entrance & Lobby Decor Installation

Teams erect the primary entryway archway, install garlands, and place decorative planters to welcome guests.

Location: Grand Entrance Lobby

09:45 – 11:30 Atrium Centerpiece & Hanging Feature Setup

Rigging crews hang suspended ornaments and assemble the multi-story focal point tree in the main atrium.

Location: Central Atrium Plaza

11:30 – 12:00 Team Coffee Break & Staging Check

The setup crew takes a short break while team leads inventory remaining decor crates for afternoon zones.

Location: Breakroom & Catering Station

12:00 – 13:30 Retail Concourse & Promenade Styling

Stylists dress storefront framing, add themed garland along walkways, and position secondary photo backdrops.

Location: East Retail Concourse

13:30 – 14:30 Crew Lunch Break

The entire operations team pauses for a catered lunch to recharge before afternoon exterior work.

Location: Staff Dining Hall

14:30 – 16:30 Exterior Façade & Outdoor Installation

Outdoor crews mount weather-resistant string lights, oversized lawn displays, and exterior entrance banners.

Location: Outdoor Courtyard & Exterior Façade

16:30 – 17:30 Seasonal Audio & Music System Setup

Sound technicians calibrate speakers and load seasonal ambient playlists across all indoor and outdoor audio zones.

Location: AV Control Room

17:30 – 18:45 Lighting System Programming & Diagnostic Testing

Lighting technicians patch power lines, program automated dimming schedules, and run full illumination diagnostics.

Location: Master Electrical Panel Room

18:45 – 19:30 Dusk Aesthetic & Lighting Audit

Designers evaluate light levels, color temperature, and ambient audio balance as night sets in across all zones.

Location: Outdoor Courtyard & Atrium

19:30 – 20:15 Final Walkthrough & Project Handshake

Venue management and the creative director perform a comprehensive walkthrough to approve the completed rollout.

Location: Grand Entrance Lobby