

**Intensive Course
SAMPLE
Schedule**

Time	Location	Date/Activity	Presentation	
Arrival Evening	Thursday	Thursday	Length	Instructors
afternoon	Location	Accommodations		
5:30 - 7:30 PM	Location	Welcome Event / Meet & Greet: location address	2 hrs	All
7:30 - 9:30 PM	Location	Introductions / Team Assignments / Course Review (discuss schedule & transportation)	2 hrs	Mentors
		LEGEND:		
		Dining		
		Meal & Event with Sponsors		
		Classroom		
		Group or individual transportation to/from Site		
		Site Areas/Group Time		
		Connect. Catch up. Communicate.		
Group 1	Mentors: 3 Mentors			
	Attendees: 8 Attendees			
Group 2	Mentors: 3 Mentors			
	Attendees: 8 Attendees			
Group 3	Mentors: 3 Mentors			
	Attendees: 8 Attendees			
At-Large	Mentors: 4+ Mentors			

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Time	Location	Date/Activity	Presentation	
Day 1	Friday	Friday	Length	Instructors
7:15 - 7:45 AM	Dining	Breakfast	30 min	All
7:45 - 8:00 AM	Transport	To Site	15 min	All
8:00 - 8:15 AM		Get Settled in Classroom.	15 min	All
8:15 - 9:15 AM	Classroom	Lecture 1 & Demonstration: Light Sources (Ch. 6*) , The Landscape Lighting Book, 3rd Ed., Janet Lennox Moyer, John Wiley & Sons, Inc., ISBN: 978-1-118-41593-1 (ebk.), notice differences between single diode & multi diode/array, CCT, wattage, CBCP & lumens, and beam spread	1 hr	
9:15 - 10:30 AM	Classroom	Lecture 2 & Demonstration: Light Fixtures (Ch. 7 & 8*) , Fixture demonstration, Show fixture options, variety, how to work with the optics, internal dimming options, fixture sheilds, show stake mount options.	1 hr 15 min	
10:30 - 10:45 AM		Connect. Catch up. Communicate.	15 min	All
10:45 - 12:00 PM	Classroom	Lecture 3: Conceptual Lighting Design (Ch. 3*) , issues to think about in starting the vision for a project	1 hr 15 min	
12:00 - 12:45 PM	Dining	Lunch	45 min	All
12:45 - 1:00 PM		Connect. Catch up. Communicate.	15 min	All
1:00 - 1:30 PM	Classroom	Lecture 4A: Client Interview & Site Introduction (Ch. 1*)	30 min	
1:30 - 2:00 PM	Site	Demonstration 4B: Equipment Review & Mockup Installation Considerations , Each Team with Mentors at their area	30 min	
2:00 - 2:30 PM	Site	Team Site Walk-Through: Team, site review	30 min	All Teams
2:30 - 3:30 PM	Site	Teams 'Client' Interview: Interview will be during this time for 15-20 minutes in your area, review site, determine site attributes, start concept sketches, discuss design ideas, review equipment, plan power distribution, and equipment layout for night mockup	1 hr	All Teams
3:30 - 3:45 PM		Connect. Catch up. Communicate.	15 min	All
3:45 - 4:45 PM	Classroom	Lecture 5: Design Documentation (Ch. 4*) , What you need to get started; what you need to produce in order to show the client your ideas, and to get their approval to move into contract documentation	1 hr	
4:45 - 5:30 PM	Classroom	Lecture 6: Working with a Tree Climber	45 min	
5:30 - 6:15 PM	Dining	Dinner	45 min	All
6:15 - 6:30 PM		Connect. Catch up. Communicate.	15 min	All
6:30 - 7:30 PM	Site	Lamp Demo: Review light sources all together on different plant material, review of wattage, beam spread, and output (Team Rover & 1 Free Rover to setup during day)	1 hr	All Teams
7:30 - 9:30 PM	Site	Team Site: In Groups homework list to test light sources and fixtures, discuss site attributes, discuss design ideas, make notes, sketches, test design ideas with fixtures, lamps, and transformers (this is the only 'play' night)	2 hr	All Teams
9:30 - 9:50 PM	Site	Everyone Site: Each Group share with the other groups what special items they discussed and found from homework	20 min	All Teams
9:50 - 10:00 PM	Site	Everyone Site: Cleanup & Close for day	10 min	All Teams
10:00 - 10:15 PM	Transport	To Hotel	15 min	

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Time	Location	Date/Activity	Presentation	
			Length	Instructors
Day 2	Saturday	Saturday		
7:15 - 7:45 AM	Dining	Breakfast	30 min	All
7:45 - 8:00 AM	Transport	To Site	15 min	All
8:00 - 8:15 AM		Get Settled in Classroom.	15 min	All
8:15 - 9:45 AM	Classroom	Lecture 7: Techniques (Ch. 16, 17, 18, & 19*) , Lighting Paths & Stairs, Sculptures, Water Features, & Architectural Structures	1 hr 30 min	
9:45 - 10:00 AM		Connect. Catch up. Communicate.	15 min	All
10:00 - 11:30 AM	Classroom	Lecture 8A: Electrical Fundamentals (Ch. 10*) , voltage drop, wiring considerations, power distribution, controls, safety & security best practices	1 hr 30 min	
11:30 - 12:00 PM	Classroom	Lecture 9: Controls (Ch. 9*) , voltage drop, wiring considerations, power distribution, controls	30 min	
12:00 - 12:45 PM	Dining	Lunch: Open discussion about codes, compliances, laws, USA, Canada & Internationally.	45 min	All
12:45 - 1:00 PM		Connect. Catch up. Communicate.	15 min	All
1:00 - 1:30 PM	Site	Demonstration 8B: Wiring a transformer & wire connection methods , show soldering, heat shrink, how to wire a transformer	30 min	
1:30 - 4:00 PM	Site	Teams: Concept design documentation, hone design sketches, start design documentation, setup for night mockup, prepare all equipment to test and try all new items easily and quickly at night	2 hr 30 min	All Teams
4:00 - 5:30 PM	Classroom	Lecture 10: Lighting Plant Materials (Ch. 14*)	1 hr 30 min	
5:30 - 6:15 PM	Dining	Dinner	45 min	All
6:15 - 6:30 PM		Connect. Catch up. Communicate.	15 min	All
6:30 - 9:00 PM	Site	Team Site: Continue mockup progress, work on design ideas, blue tape fixtures with lamps, noting manufacturer, wattage, CCT, and beam spread, review presentation ideas	2 hr 30 min	All Teams
9:00 - 9:45 PM	Site	Group discussion: All teams discuss how the design/mockup development is progressing, 15 minutes each group	45 min	All Teams
9:45 - 10:00 PM	Site	Demonstration 11A: Pruning, view of lighting BEFORE pruning tree	15 min	
10:00 - 10:15 PM	Transport	To Hotel	15 min	

Intensive Course SAMPLE Schedule

Time	Location	Date/Activity	Presentation	
			Length	Instructors
Day 3	Sunday	Sunday		
7:15 - 7:45 AM	Dining	Breakfast	30 min	All
7:45 - 8:00 AM	Transport	To Site	15 min	All
8:00 - 8:15 AM		Get Settled in Classroom.	15 min	All
8:15 - 9:00 AM	Classroom	Lecture 11B: Pruning (Ch. 15*)	45 min	
9:00 - 9:45 AM	Site	Demonstration 11C: Pruning daytime view of tree	45 min	
9:45 - 10:45 AM	Site	Team Site & Classroom: Work on design, coordinate between areas on design, narrow lighting solutions, setup for night group project testing, develop design documents (layout, lamping, transformer/loads, wire connections/runs, and control strategy)	1 hr	All Teams
10:45 - 11:00 AM		Connect. Catch up. Communicate.	15 min	All
11:00 - 12:00 PM	Classroom	Lecture 12: Garden Evolution (Ch. 15*) , changes that affect lighting	1 hr	
12:00 - 12:45 PM	Dining	Lunch	45 min	All
12:45 - 1:00 PM		Connect. Catch up. Communicate.	15 min	All
1:00 - 2:00 PM	Classroom	Lecture 13: Contract & Record Documentation (Ch. 4 & 5*) , What the Contractor needs to build your design and what the Client needs to keep the system functioning as intended	1 hr	
2:00 - 5:30 PM	Site	Team Site & Classroom: Work on design, coordinate between areas on design, narrow lighting solutions, setup for night group project testing, develop design documents (layout, lamping, transformer/loads, wire connections/runs, and control strategy), prepare presentation, practice presentation with microphone	3 hr 30 min	All Teams
5:30 - 6:30 PM	Dining	Dinner - with Sequoia Sponsors	1 hr	All
6:30 - 6:45 PM		Connect. Catch up. Communicate.	15 min	All
6:45 - 9:00 PM	Site	Team Site: Continue mockup progress, work on design idea (blue tape fixtures with lamps, noting manufacturer, wattage, CCT, beam spread), each team to ensure their design works with any adjacent area/team work	2 hr 15 min	All Teams
9:00 - 9:45 PM	Site	Group Discussion: All teams review of areas together, discuss what changes were made and learned from, make note of any quick changes to be made on Monday before the Reveal Ceremony	45 min	All Teams
9:45 - 10:00 PM	Site	Demonstration 11D: Pruning, view of lighting AFTER pruning tree	15 min	
10:00 - 10:15 PM	Transport	To Hotel	15 min	

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Time	Location	Date/Activity	Presentation	
Day 4	Monday	Monday	Length	Instructors
7:15 - 7:45 AM	Dining	Breakfast	30 min	All
7:45 - 8:00 AM	Transport	To Site	15 min	All
8:00 - 8:15 AM		Get Settled in Classroom.	15 min	All
8:15 - 10:45 AM	Site	Teams - Assignment: Design documentation finalized, have 1 Attendee in the team assigned to gather the changes that are made on Monday night before the reveal ceremony	2 hr 30 min	All Teams
10:45 - 11:00 AM		Connect. Catch up. Communicate.	15 min	All
11:00 - 11:30 AM	Classroom	Lecture 14: Photography, Tips and tricks to successfully photograph the exterior night time environment, equipment, and software review	30 min	
11:30 - 12:00 PM	Classroom	Lecture 15: Prescriptive vs. Artistic Approach, Landscape lighting in commercial public spaces, with a summary of the class	30 min	
12:00 - 1:00 PM	Dining	Lunch - with ALL Sponsors	1 hr	All
1:00 - 3:00 PM	Classroom	Sponsor Round Table Event: visit each manufacturer for a minimum of 10 minutes	2 hrs	All
3:00 - 3:15 PM	Site	Class photo in front of project, photo with all At-Large Mentors, Team Mentors & Attendees, photo with each Team Mentors & Attendees	15 min	All Teams
3:15 - 3:30 PM		Connect. Catch up. Communicate.	15 min	All
3:30 - 4:45 PM	Classroom	Lecture & Discussion 16: Educating your Client (Ch. 1*), discussing design, equipment, maintenance, and installation with your Clients, Round table discussion	1 hr 15 min	
4:45 - 5:30 PM	Site	Team - Assignment: Finalize design, setup any equipment and prepare for the evening, finalize documentation (layout, lamping, transformer/loads, wire connections/runs, and control strategy), practice team presentation	45 min	All Teams
5:30 - 6:15 PM	Dining	Dinner	45 min	All
6:15 - 6:30 PM		Connect. Catch up. Communicate.	15 min	All
6:30 - 7:30 PM	Site	Team Site: Final adjustments; practice presentations	1 hr	All Teams
7:30 - 8:30 PM	Site	Team Mock-Up Presentations: introduction 15 minutes, then 15 minutes for each group with time to move the crowd between presentations	1 hr	All Teams
8:30 - 9:30 PM	Site	Mock-Up Photography Session (if you are interested in Photography and want to learn how to do this with your equipment or learn from others without equipment)	1 hr	
9:30 - 9:45 PM	Transport	To Hotel	15 min	
9:45 - 11:00 PM	Dining	IC Party (join us for a drink and appetizers)	1 hr 15 min	All

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Time	Location	Date/Activity	Presentation	
			Length	Instructors
Day 5	Tuesday	Tuesday		
7:15 - 7:45 AM	Dining	Breakfast	30 min	All
7:45 - 8:00 AM	Transport	To Site	15 min	All
8:00 - 8:15 AM		Get Settled at site.	15 min	All
8:15 - 9:30 AM	Site	Team Site: Finalize construction documentation, add any changes made the night before and incorporate them into the documents	1 hr 15 min	All Teams
9:45 - 11:15 AM	Site	Team Site: Cleanup mockups, all fixtures cleaned, returned to correct boxes (including lamps), inventory checked with Mentor Team, put back into correct case, all damaged fixtures noted and turned into the garage tent	1 hr 30 min	All Teams
11:15 - 12:00 PM	Classroom	Lecture 17: Maintenance (Ch. 5*), what to discuss with Clients before the project begins, examples of good products on the market to assist with cleaning and maintaining fixtures	45 min	
12:00 - 1:00 PM	Dining & Classroom	Lunch & Presentation 18: Class Review of Group Documents, discuss projects, design issues, technical issues, specifications	1 hr	All Teams
1:00 PM		Attendees depart		
1:00 - 1:15 PM	Transport	To Hotel	15 min	