

'Rise Up for Spring'; CHUM's Night Out
March 6, 2010

List of needs/details: January 8, 2010

Volunteers:

Chef – Geoff Galliher; Jeff Wurzler, Colleen Moore

- Buffet assistants X 5
 - Kitchen prep assistants X 5
 - Table and Kitchen Clean up X 10
 -
 - Coffee servers/greeters per table X 15
 - Sweets table X 2
- 37 volunteers

Decoration – Marzena Mahlmeister, Amanda Dunn

- 30 dinner table center pieces – Marzena X 2?
 - Buffet table decorations - X 3
 - Sweets table decorations - X 2
 - Lights/tulle/flowers - pick up/put up X 3
 -
 - Program memorabilia – attain/put up X 3
- 13 volunteers

Runners

- Pick up rental items day of and return X 4?
 - Pick up last minute items X 3
 - Pick up items ahead of time/auction items X 2
- 9 volunteers

Hosts

- Ticket takers/greet and seat X 5
 - Technology assistants X 2
- 7 volunteers

Entertainment

- Band
- Auctioneer & Assistants
 - Joan Moore, Terri Young X 3
- Program director – Bonnie DePue

3 volunteers
69 total jobs to be filled
and some will be filled by
the same person
before/during event.

Materials needed for dinner event 3-09

Dinner

- Tableware for 250 (**plates/salad plates/silverware we own**) coffee cups/glasses
- Linens (**we have these!**)
 - Napkins for 250
 - Tablecloths for 30 round
 - Buffet tablecloths for 10? Skirts for 10?
- Chaffing dishes/sterno
- Serving utensils (**we have some serving utensils**)
- Serving trays
- Roasters
- Crock pots
- Coffee makers/pots/carafes (**we have carafes**)
- Coolers
- Punch bowls/ice tea dispensers

Decorations

- Flowers – live flowers and plants to place around the room again – Stacy?
- Lights (**the following items we have already 😊!**)
- Tea Lights
- Tulle
- Center pieces
- Program pics
- Program memorabilia
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Tech/presentation

- Extension cords X 10
- Screen
- Cart for projector/computer
- Projector/computer
- Speakers

Printing

- Programs
- Sponsor Boards
- Brochures
- Pledge cards/gift envelopes
- Research pics/posters
- Auction sheets etc.
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