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| Saturday, May 1 or Sunday, May 2 | ***Important Contacts*** | | |
| **Name** | **Number** | **Position** |
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| **Setup:** Starts at 8:00am | | | | | | | |
| **Name:** | **Task:** | | | **When:** | | **Materials Needed** | |
|  | Put up signs | | |  | | Tape, stands | |
|  | Set-up tables | | |  | |  | |
|  | Set-up tent | | |  | | Tent, steaks, hammer | |
|  | Get tools ready | | |  | |  | |
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|  |  | | |  | |  | |
| **Registration:** Starts at 9:00am | | | | | | |
| **Who:** | | **Where:** | **When:** | | **Job/Role** | |
|  | |  |  | | Directing from parking lot | |
|  | |  |  | | Greeting VIPs | |
|  | |  |  | | Checking off names | |
|  | |  |  | | Handing out bandanas | |
|  | |  |  | | Registering walk-ins/fill out forms | |
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| **Morning Program:** Starts at 9:45am | | | | | | | | | | | |
| **Speaker** | | **Time** | | | **Length** | | **Topic** | | | | |
| Friends President/volunteer | |  | | |  | |  | | | | |
| Legislator | |  | | |  | |  | | | | |
| Sponsors | |  | | |  | |  | | | | |
| Sponsors | |  | | |  | |  | | | | |
|  | |  | | |  | |  | | | | |
| **Break Into Projects:** Start at 10:00am | | | | | | | | | | |
| **Project Leader** | **Contact** | | | **Project** | | | | **Materials Needed** | | **# Volunteers** |
| Photographer |  | | |  | | | |  | |  |
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| **Closing Remarks :** 12:30pm, at Pavilion | | | | | | | | | | | |
| Person making remarks | | | | | |  | | | | | |
| **Event Breakdown:** 12:45pm | | | | | | | | | | |
| **Name** | | | **Task** | | | | | | **Further Direction** | |
|  | | |  | | | | | |  | |
|  | | | Remove signs | | | | | |  | |
|  | | | Take out trash | | | | | |  | |
|  | | | Take down tables/tents | | | | | |  | |