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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 |  |