

ASSIGNMENT CHECK LIST – Saturday, October _____, 20____
(reunion date)

1. REGISTRATION TABLE:

Envelopes with names containing tickets to events/nametags?

Registrar _____

Helpers: _____

2. BREAKFAST SNACKS:

Four people to serve/replenish donuts and coffee/orange juice on Saturday morning

3. CATERED LUNCH:

Two people to take up lunch tickets or container to drop in.

4. DANCE:

1. One ticket taker or container to drop in.

2. Drink servers and replenishing

5. MEMORY BOARD ROOM:

One person to help with the setup

6. 50/50 TICKET SALES:

Who has tickets, change, and is in charge? _____

Sellers – _____

7. SILENT AUCTION:

Receiving, displaying, and setup of Silent Auction items brought Sat. morning.

Who is in charge? _____

Helpers - _____

8. KITCHEN CLEANUP:
