

Name of event					
Date, time					
Location					
Lead up to the event					
Timestamp	Task	Time needed	Materials needed	Who's on point?	Notes
2 weeks before	Order DVD	1 week to deliver	—	Teddy	Need to sign for delivery - account extra time in case logistics get complicated
2 days before	Print posters	1 hour at Office Depot	Final PDF file, USB to transport	Teddy	Need this done before fellows can decorate them
During the event					
Timestamp	Task	Time needed	Materials needed	Who's on point?	Notes
11:30 AM	Team arrives		—	All	Parade happening on 5th Ave. that day - leave extra time
11:35 AM	Move table from the closet	5 min	Key to closet (Jerry has it)	Sue, Bill	
11:45 AM	Coffee, snacks arrive		Alex's credit card	Kayla	Kayla should come to venue first to pick up Alex's credit card
12:30 PM	OFFICIAL START TIME				
	Sign-in table	20 min (12:30-12:50)	Three pens, three sign-in sheets, Action signs, flyers for next week's event	Kayla, Jerry	
	Final sound, video check	10 min (12:30-12:40)	A/V system	Teddy	Guests should not yet be in room - should be by snacks
12:40 PM	Usher guests into room	5 min (12:40-45)	—	Sue	Make sure they take their seats and know program is about to begin
12:45 PM	Guest speaker	15 min (12:45-12:50)	Microphone	Teddy (for A/V troubleshooting)	
1:00 PM	Documentary begins	90 min (1:00-2:30)	A/V system	Teddy (for A/V troubleshooting)	
Post-event					
Timestamp	Task	Time needed	Materials needed	Who's on point?	Notes
4:00 PM	Take trash out	5 min	New trash bags	Jerry	New bags stored under kitchen sink
4:00 PM	Take extra signs, food to Alex's house	30 min	Cab	Alex, Sue	
4:15 PM	Final sweep	5 min	—	Kayla	Return keys to office

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