

YOUR EVENT NAME ~ DATE AND TIME ~ VENUE			
	EVENT ROOM	EVENT VENUE	
	Chair NAME AND CELL & EMAIL	VENUE NAME AND CELL	Delivery: INSTRUCTIONS FROM VENUE
Time	Task	Notes	Who
FRIDAY 10/16/15			
THURSDAY	pint glasses delivered to Marylhurst and washed	guests are given their 2015 cup upon check-in. Refills from keg into same cup. KEEP THE CUP. 2014 glasses also brought as back up.	Christina to meet this w/ Bon Appetit
FRIDAY	2-6pm		
1:30 PM	Julie's house	Load and transport to Marylhurst	Julie, Ania, Meg, Jacqueline, Elizabeth, Brenda (easels)
2:00 PM	Delivery of tables	32 X 8ft trestle tables. NEEDS CHECK \$430	SUPPLIER NAME AND PHONE
	Delivery of greenery	Greenery as per email.	SUPPLIER NAME AND PHONE
	European Take-out site check	Check sound, stage, dancefloor space	SUPPLIER NAME AND PHONE
	Auctioneer	Sound check	
	Julie	AV check - BYO laptop w/ DVD, auction bidding ticker, slideshow.	
	Volunteers to set up		LIST YOUR VOLUNTEERS
	Set up - see separate email	Brenda bringing easels - 8 large / 19 small from WR	Brenda - 503 555 5555
	Delivery of Alpine village	4 x 6-8ft decorative village scene, to go in check-in lobby	Susan (503 555 5555) & Christina (503 555 5555)
5:00 PM	turn OFF party board access and online ticket sales		

SATURDAY 10/17/15			
9:30	VOLUNTEERS Shift #1 ARRIVE FOR SET UP	LIST YOUR VOLUNTEERS	Pilar (until 11); Heather (11:30); Lindsay (12noon)
10:00	Greenlight light delivery install	cafe lights w/ 8 barrels; 12 uplights; stage lighting; time confirmed 10/7	SUPPLIER NAME AND PHONE
	Petty Cash / Checks	to be kept secure at check-in	Heather
	Set up stein challenge outside, weather permitting	make colored liquid, table, glasses, clipboard	Volunteers - need big jug from caterers
10:30	Julie Arrives		FULL NAME AND PHONE
11:00	Flowers arrive	As per checklist	FULL NAME AND PHONE
12:30	VOLUNTEERS SHIFT #2 ARRIVE TO SET UP	Jerome, Susan, Brenda	See Sign Up Genius
BY 3PM	Pick up Fresh Fryer Dozen from Voodoo for end of LIVE	ADDRESS, PHONE, INSTRUCTIONS (EX don't wait in line, just come to front to collect.)	NAME & NUMBER OF COLLECTOR + NOTES: Has copy of email from Sara 9/11.
3:00	Set up complete	All done - leave to get ready	
		Note on wifi - There is no password for the wireless access. Below are the specs of our internet in the room.	
		" In the Hawthorne room were currently running 3-Wireless AC AP's and 1-Wireless N AP in the lobby, but we could run a cable for our guests to this location. No Authentication is required, simply connect to the "Marylhurst-Guest" SSID.	
	Everett Thomas from Streamline Support arrives to set up tech / check-in	We currently have a 100MB pipe to the internet." 3 stations, 3 card readers. Will also bring cradle-point (hot spot) if needed.	TECH NAME AND CELL

4:30	Check-in Volunteers arrive	Michelle, Joy	Everett to run training
	Photo booth arrives	4:30 setup, 5:30 start, 7:30 end.	Michael Smith Photography - services@miketsmithphoto.com
	Band arrives	5 - Terry to lead; set up 1 hour, play 5:30-7:30 approx.	
5:00	All other volunteers arrive	Clipboards, run-down	Julie to run training / assign areas
5:15	Stage Manager & Emcees arrive	In costume, get with Julie to review night, announcements etc	Amanda to come earlier: Tom and Tara - meet volunteers, check microphones, review announcements
5:30	GO READY	Lights on, band ready, arrival drinks poured, check-in desk sorted; Pretzels need to be ready to start passing hot bavarians; photo booth open; have laptop with silent auction display on screen	Liz, Sheryl and Sarah welcome, name tags; Everett + 2 at computers; 2-3 runners
5:45	Committee Photo	Photo booth	
	Band STARTS	plays 2 hours until 7:45 announcements	
	Auctioneer Arrives	Brian + 2 spotters (arriving 6:45) - Jordan & Col; Julie to introduce Amanda to Brian; final run-down of event, proxy, Live dbls, paddle, etc.	NAME AND PHONE AGAIN
6:00	Doors Open	Happy Hour! Complimentary beer and wine until 7pm	
	Silent Auction OPENS	2 vols with iPads and card in hat 'ask me about' MOBILE BIDDING	
	Stein Challenge OPENS	Patio - Jerome, John, Anthony, Phillip	
	Raffle Ticket & Beads OPENS	Whole room - Susan, Kari, Sunny, Nilla	
	Wine Wall Sales OPEN	Wine wall table - Karen, Jim, David	
	Emcees to judge best dressed	In consultation with the band. Names to Julie	

6:45	Silent Auction #1 CLOSES	announcements / placards held up	auto-extend max 30 min
	Silent auction #2 CLOSES	Change silent auction display to photo slideshow	auto-extend max 30 min
	Dinner buffet OPENS		
	Stein Challenge CLOSES, winners tallied	Prizes on table by stage	Sales sheets to front desk for entry
7:00			
	Photo Booth ends	booth packed down during dinner	
	Wine Wall sales CLOSE	ALL WINE STAYS AT WILL CALL - bagged / tagged / sorted by bidder number	Sales sheets to front desk for entry
	Golden, Blue ticket sales CLOSE		Sales sheets to front desk for entry
7:30			
7:35	Change display from photo slideshow to Welcome slide.		
	Move items to Will Call and sort	Silent Auction, wine wall	
	Pull party boards for data entry	Give to front desk for entry. CLOSE THESE. Set aside, these will re-open Sunday.	
	Shift silent auction to Will Call		Volunteers
7:45			
	Vanna Volunteers come to the front/side by prize table - Michelle, John, Jerome	Also bead sales basket / clipboard ready	Volunteers
	Welcome and thank-yous	Susan then Julie	Susan - 30 sec. Julie - 30 sec.
	BAND, CAKE	Birthday song for Jean Clay	Birthday cake, candle, volunteer
	Award Best Dressed	PRIZES (on table by stage) couple: \$100 Winco; 1st: \$50 McMenamins; 2nd: \$25 Henry's and Swag; 3rd: \$30 Laurelwood; as judged by the band during a break	Announced by Tom and Tara, winners stand where they are, volunteers to run prizes to them
	Award Stein Challenge	PRIZES - 2 x Branded Stein w/ drink coupon	
	**ALIX AND KENDALL TO THE FRONT TO DRAW RAFFLES** - volunteer to grab them		
	7:45	Draw Blue-ticket raffle	PRIZE - point to Firepit and goodies

	Draw Golden-ticket raffle	Choice of LIVE items!!!	Brian Bice to announce MOMENT WAITING FOR - Brian and Kendall Bergstrom to draw from paper hat
7:55	Start the LIVE w/ Heads/Tails	Heads or Tails first - announce beads, cue slide	Brian to lead; Volunteers have extra beads handy for last- minute sales
8:01-9:00	Live Auction Item #1a	\$25 Starbucks Gift Card	
	Live Auction Item #1	Live #1 - Thorns Club Tickets	
	Live Auction Item #2	Live #2 - Winter Hawks Hockey	
	Live Auction Item #3	Live #3 - Lydia Ko Golf Glove	
	Live Auction Item #4	Live #4 - Timbers tickets and jersey	
	Live Auction Item #5	Live #5 - Blazer lower level tickets and behind-the scenes tour + signed ball	
	Live Auction Item #6	Live #6 - Sheriff for the day	
	Live Auction Item #7	Live #7 - Blazer club suite, swag, apparel	
	Live Auction Item #8	Live #8 - Mexico	
	Live Auction Item #9	Live #9 - Bali	
	Special Appeal	Kurt - 2 min w/ 2 slides	
	Live Auction Item #10	Live #10 - Airstream & distilleries tour package	
	Live Auction Item #11	Live #11 - Principal for the day	
	Live Auction Item #12	Live #12 - Year of yogurt and inflatable monkey	
	Live Auction item FINAL - VOODOO DOUGHNUTS	Just before dismiss to dessert, pull out the pink box. Award to highest bidder to share.	
	Final thank you, announcement about band and check-out/will call open in a few moments.	ask guests to look for the email on their phone - approve and pay, show phone to will call to collect.; remind to take mustard & glass	Brian
9:00	Dessert buffet open		

	Band back on, Tirolean Dancers START	duration 30 minutes	Terry
by 9:15	Check-out opens	Link to invite is sent; desk is ready, just entering last of live items & paddle raise. Check-out - if hard copy is required, we will need to print 2 copies - one for guest to sign and give to us, the other for them.	runners to help guests to car - firepit heavy
9:30	Tirolean Dancers FINISH		
10:00	Band FINISHES, lights on		
	Greenlight coming to take down the lighting		
11:00	Pack out / go home	Will call closed / Streamline support done.	
midnight	Need to be gone.	Move plants to storage room CC102 - pick up Tuesday morning 9:30am, Ben to supervise (Julie unavailable)	
SUNDAY 10/18/15			
by 11am	Finish packout	LJHS Volunteer present to supervise suppliers	TBA.
		Barbur Rentals returns by 11am to collect 32 X 8ft tables	
	TUESDAY IS EARLIEST AL'S CAN DO IT	Al's Garden Center to return with truck.	BV had confirm which room plants will be stored on.