

Event Timeline - *WORKING*

Time	Task	Responsibility	Vendor Info
9:00 AM	Load in decorations, auction items, and supplies/PICK UP PIPE & DRAPE	Event Coordinator, Parent Volunteers	
9:30 AM	Set up Auditorium (balloons, marquee letters, skyline decor, sound check) Start pipe & drape in cafeteria, balloon clouds	Decor Team, AV Team	
10:00 AM	Another team starts set up in Foyer (ticket table, name tags, red carpet, photo backdrop)	Check-in Team	
10:30 AM	Start set up in Cafeteria (silent auction tables, food tables for hors d'oeuvres & sweets, memory wall, make-and-take station, ensemble stage, photo booth)	Decor & Logistics Team	
12:00 PM	Lunch break for volunteers	—	
1:00 PM	Silent Auction display finalization	Silent Auction Coordinator & Team	
2:00 PM	Continue cafeteria set-up	Directors & Musicians	
3:00 PM	Alumni instrument check-out	Band Directors & Helpers	
1PM - Variable	Pickup donated food items & final vendor items	Assigned Parent Volunteers	Moonlight Cakes Wikilicious Crumbl Chick fil a Nothing Bundt
4:00 PM	Run-through of event flow with MC	MC & Directors	
4:00 - 5:00pm	Alumni Concert Rehearsal & Run-Through	Directors & Musicians	
5:30 PM	Musicians dinner break	Student & Alumni Performers	