

The Long Blue Line: A Legacy Reunion Concert & Benefit

Concert

Location	What's Happening	Needs/Description	Personell Needs	People Helping	Collecting \$?
Foyer	Ticket Sales	Circle Hoop with Balloons	Treasurers and parent to collect money	Stephanie, Kathy?, Cassandra?	Yes, need cash bag and will have QR code
Auditorium	Concert	Marquee Letters and balloons flanking stage	3 parents to complete decor	TBD	
Auditorium	Program	Handout for those attending concert	Someone to create program Students to hand out programs	Missy - Programs Shelby/Astrid - Arrange Student Volunteers	
Auditorium	A/V Needs	Full concert set-up	Darryl Fife, Directors	Darryl Fife, Directors	
Auditorium	Photography	Need someone to document event	1-2 Photographers	Check to see who's available	

Reception

Location	What's Happening	Needs/Description	Personell Needs	People Helping	Collecting \$?
Foyer	Continued Ticket Sales	Circle Hoop with Balloons	Treasurers and parent to collect money	Kristin Covert (also possibly Stephanie, Kathy?, Cassandra?)	Yes
Cafeteria	Silent Auction	Two 8' tables Black Tablecloth (2) Frames with Auction Item Info Sheets for all silent auction items	1 parent to set up, 2 to be on site during the event to answer questions, etc	Teri Clifford Melody Warmerdam	Funds paid out to treasurers when silent auction closes
Cafeteria	Drink Station	One 8' table Black Tablecloth (1) Drink supplies (info here) Poster with available drinks Info sheets for volunteers to make drinks Cups with lids and straws Ice Band Coolers (hidden under tablecloth) Bowls with ice on table (rotating for fresh i Coffee and coffee cups	One person to set-up 1-2 adults for supervision 2-3 students to help make drinks	Jacqueline Wolfe	Donations only, will have QR Code sheet - need cash bag
Cafeteria	\$5 & \$10 Punch Wall	4 poster board with holes cut Colored tissue paper to cover holes Containers to hold prizes (info here) Wire/cord to hang on the wall Cutout letters	1-2 people to put the punch wall together		Yes, need cash bag and will have QR code
Cafeteria	T-Shirt Making Station	One 8' table Black Tablecloth (1) T-Shirt Blanks (Missy ordering) DTF Transfers (Missy ordering) Heat Press QR Code Sheet to purchase Cash Box or envelope	2-4 people with heat press experience to man the station at the event, Missy ordering t-shirt blanks and DTF transfers	Michelle Lemmons	Yes, need cash bag and will have QR code
Cafeteria	Buy One, Give One Scarves and Beanies	One 8' table Black Tablecloth (1) Mannequin with plain jacket (blanks from Ted) Scarf and Hat on mannequin QR Code sheets to purchase and cash envelope			Yes, need cash bag and will have QR code
Cafeteria	Pipe and Drape	Missy coordinating with vendor Donor names on stars Balloons as clouds on tops of drape Vintage photos throughout cafeteria on drape Picked up Saturday Returned Monday	5-7 people to help assemble 2-3 people putting up donor stars and pictures Missy +1 doing balloons	Taking lead - Sean	
Cafeteria	Photo Op Background	Missy working with vendor to do (waiting for verification) Need ring mirror to help with photos (ask Jenn Richardson)			
Cafeteria	Small Ensemble Area	Chairs in semi circle for watching Extra chairs for ensembles Music stands (4-5) Microphone to introduce numbers	Directors to coordinate ensembles Fife to work AV needs		
Cafeteria	Donation Station	Backdrop with balloons and poster to promote general donations Character balloons? Macy's backdrop? Donation tracking Stars for donors to add their name to the pipe and drape	Treasurers to collect donations Students to hand out donation cards	2-3 people to collect money 3 students to hand out donation cards	Treasurers needed here for general donations

Cafeteria

Sweets Table

One 8' table
Black tablecloth (1)
Donated treats (see donation list)
Other treats needed? Salty options as well?
Small clear plates
Cutlery if needed
Display plates, tiered serving trays, etc

Missy to set-up and decorate table
Cari to help replenish when needed

Possible additional 2 parents No, food only to help