

April 12 – Senior Celebration final meeting Agenda

I. Quick committee overview (2 minutes each) Taste of Chicago-kitchen, House of Blues/bathrooms, salon, Chicago Theatre-memory lane, Millennium Park, Big Gym refreshments, United Center - big gym games, volunteers/Hawthorne room, parking/security, polyvinyl upstairs-halls, memorial room late night, check in/check out, t-shirts, raffle, mass, Wrigley Field – Memorial Room/games, polyvinyl clouds/LL halls, Jamba/arcade, black light ping pong, coffee shoppe,

II. Review Timeline: check- in and check-out process, events, game rotations, PA announcements, etc. (distribute) **5 min-RS**

III. Volunteer Information **8 min-AR**

- a)Adult Dress “code” – black shirt and jeans
- b)Things to bring: ladders, packing and gaffers tape, markers, scissors, powerstrip and extension cords (name on all items)
- c)Parking – after 7PM on 4/17, park at back of main lot near Towne Square
- d)Hawthorne Room – check in point for all volunteers on Sat.; beverages, supplies, light food, volunteer assignments, walkie/talkie set up to reach Anne, Robin; master list of cell phones for volunteer helpers; important document binder, etc.
- e) HELP NEEDED/SHIFTS:
 - ***Tuesday (6-8PM)** hang remaining poly and lights
 - ***Friday/Saturday** (See distributed room availability list for time you can get into your room)
 - ***Saturday** afternoon (**1-4 PM**) Memorial Room, Big Gym, Hallways; (**6-8 PM**) Lobby, balloons, etc. ; ***Saturday** evening (chaperone/take down shifts) **7-midnight** and **11PM- 4AM**
 - ***Sign Distribution** - will be contacted by Sign Chairperson, Karen Wons
- f) Discuss safety and security

IV. Room Chairperson Responsibilities **8 min-RS**

- a)Have supplies marked with your name (ladders, extension cords, scissors, tape, etc)
- b)Have packing boxes and inventory sheets in your room, behind poly? Catalogue boxes
- c)Track expenses, approve reimbursements based upon the “budget”
- d) Ensure you have manpower to set up, man the room and take down and move items to storage in early morning hours.
- e) Bring a camera to take pictures and document for next year’s group.
- f) Expose all power strips when you are finished decorating so WCC staff can bring power to you.
- g)If your room has food and/or beverage, arrange one of your volunteers to move unused goods to memorial room for late evening snacks and beverages between 1:30-2AM.
- h)Check-in and Check-out will be monitoring Memorial Room before, during and after. They will need to help move items to public storage building after check out is done (Truck may be gone at that time?)

V. Wrap up meeting (Tentatively Tuesday, April 27, 7:30 PM at SFHS teachers lounge) **5 min-AR**

- a)Turn in completed folders with photos and report page completed. All receipts/reimbursements due in.
- b)Provide complete list of volunteers to Julie D/SFHS Volunteer Hours. Provide complete list of donators (if applicable) with their name, company, mailing address and phone number. SFHS wants to formally thank community for their support.