Volunteers for 2023 Christmas Social
(Friday December 8th, 4-8 pm)

What needs to be done:	Time/Day:	Volunteer names:
Get donations from locals	November	All reps
Get donations for silent auction	November	All reps and locals
Decorating hall and foyer	Nov 30th and Dec. 1st	1. Claire 2. Jennifer 3. Vanessa 4. Debbie 5. Aidan 6. 7.
Assembling centerpieces	December – 2nd week	1. Claire 2.
Ice run	Friday morning - day of event Friday evening – during event	1. Debbie 2.
Setting up tables and chairs	Thursday before event – after L114 GM	1. Local 114 Executive 2. Aidan 3.
Dressing the tables, put out centerpieces, decorate bar, decorate appie and silent auction tables, light candles	Friday morning/afternoon – day of event	1. Debbie 2. Aidan 3. 4.
Manage kitchen, food and kitchen help	Friday afternoon/evening	1.
Cutting up desert squares, putting cheese and meat on trays, putting crackers on trays, chips in bowls, appie prep.	Friday afternoon – day of event	1. Debbie 2. 3. 4.
Putting out the appies and replenishing from 4:00 – 5:00 pm	Friday afternoon – day of event	1. 2. 3.
Serve food at the buffet	5:30 pm – 7:00 pm	1. 2. 3. 4.
Making coffee/chai tea – prepping table	Friday afternoon – day of event	1. Paul Nagra
Welcome guests – give out door prize tickets	3:50 pm – 5:45 pm 5:45 pm – 7:30 pm	1. 2. 3. 4.

Clean-up during event, take out garbage, do dishes, pick up empty plates & cups	4-6 pm 6-8 pm	1. Aidan 2. 3. 4. 5. 6.
Clean-up after event, take down decorations, disassemble centerpieces and put away, take out garbage, sort table cloths (clean v dirty), do dishes, clean kitchen, put away food and bring upstairs, clean up bar area	8 pm – 9:30 pm	1. Aidan 2. 3. 4. 5. 6.
Tear down – put tables and chairs away	8:00 pm day of event	1. Aidan 2. 3. 4.
Close down audio/video system, lock doors, shut off all the lights, activate alarm	10:00 pm day of event	1. Debbie 2. Aidan

- Volunteers need to show up or find another replacement

- Volunteers need to "relieve" at appropriate time

- More volunteers needed for set up, prep and clean up

- need better management of garbage's (sorting)