

2022 Margarita Ball Setup Tasks and Teams

Area	Task	Day/Time	Team Members
Setup Directors	Please see the following Floor Captain's for questions regarding the setup. Only these Floor Captain's outside of the designated Director in Blue Highlight will give direction to the teams for setup of the Ball. Danny Everett and Bill Katz will be checking to make sure everyone is on task and in position.	Wed/Thu/Fri Sat/Sun	Roy Whitfill (D) Chris Hes (M) - 1st Danny Everett (D) - 2nd Clayton Waddle (D) - 3rd
THURSDAY TASKS			
Warehouse/Storage Retrieval	Retrieve DMS Ball items from the Attic storage facility (leave the barrels)	Thu	Clayton Waddle (D)
	10949 Walnut Hill Lane, Dallas Tx	11:00 AM	Roy Whitfill (D)
	Load items for the Margarita Ball from storage		Tim Harrelson (D)
	Tim Harrelson will provide truck's		Don Dolezal (DE)
	Unit No. 49		Peter Floyd (M)
	Bring gloves		Keith Thomas (M)
	Gate Code: 206004*		Chris Hes (M)
	Unload into Pearl Room 5 on 2nd floor - hotel side		
Volunteer/Security	Buy sodas, water, red bull, snacks, plates, napkins, beer, etc (SAMS)	Thu	Roy Whitfill (D)
	See Christian Bowers for shopping list.	Afternoon/Eve	Jerry Jones (D)
	Check for Sam's delivery order - Christian Bowers		Christian Bowers (D)
FRIDAY TASKS			
Silent Auction Item Retrieval	Retrieve Silent Auction items from warehouse	Fri	Graham Keefe (D)
	Life Storage located @ Royal & I-75	8:30 AM	Joseph Earl (D)
	8555 Manderville Lane, Dallas, Texas 75231		Silent Auction Team
Boxes for Toy Sort	Unload boxes for toy sort and move to Pearl 5 on 2nd floor - hotel side	Fri	Derrick Chance (D)
	Move carts from Pearl 5 to Pearl 3	9:00 AM	Steve Howard (D)
			Joval Eblen III (M)
			Keith Thomas (M)
			Chris Williams (D)
Warehouse/Storage Retrieval	Retrieve DMS Margarita Barrels from the Attic storage facility	Fri	Roy Whitfill (D) or Clayton Waddle (D)
	10949 Walnut Hill Lane, Dallas TX	9:30 AM	Members Not in Silent Auction
	Tim Harrelson will provide truck		
	Unit No. 49		
	Gate Code: *206004#		
	Lock Combination - 3774		
Barrel Washing	Wash the 16 barrels for the margaritas	Fri	Roy Whitfill (D)
	Gator Wash - 9601 Plano Road, Dallas, TX	10:00 AM	Members
	Roy Whitfill will provide beer and water		
	Christian Bowers to bring \$25.00 in quarters		
Lunch	CheapSteaks Dallas 2613 Elm St, Dallas, TX 75226	Fri	Steve Howard (D)
	Beef and Chicken Skewers, Salad, Brussell sprouts, Brocollini, 2 drinks per person,	11:30 AM	ALL RSVP DMS
Hotel Check-in	Check-in	Fri	Dean Vallery (DE)

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	All DMS personnel will receive complimentary parking at Platinum Parking Bryan Tower Garage for (1) vehicle Friday/Saturday -	1:00 PM	
	DO NOT CHECK INTO YOUR ROOM IF IT ISN'T READY - You will be assigned a room outside your block		
	After check-in ALL D's and M'S report to loading dock/silent auction area for setup assignment lists		
	NO COMPLIMENTARY HOTEL PARKING THIS YEAR		
Truck Unload	Unload the Silent Auction Truck and Warehouse Truck with barrels	Fri	Clayton Waddle (D)
	Retrieve push-carts from Pearl storage	1:30 PM	ALL D's and M's
	Distribute items to each floor for setup and items to the Silent Auction		
	Once activities are complete return push carts to Pearl storage		
Private Table Measurements	Measure and place tape markers for private area setup - 1st floor and 2nd floor	Fri	Roy Whitfill (D)
	Measure and place tape markers for reserved table areas - 2nd floor	1:30 PM	Danny Everett (D)
			Chris Hes (M)
Treasurer Setup	Setup Treasurer's office and Merchandise area	Fri	Christian Bowers (D)
	Treasurers office will be located on Skybridge	2:00 PM	Ernie Schmalzried (D)
			Curtis Gulick (DE)
			Scott Olson (D)
			Stephen Giles (D)
Merchandise Setup	Setup the merchandise to be sold	Fri	Santos Ramos (D)
		2:00 PM	Kelechi Nwaeke (M)
Radio Setup	Setup all radios for use during the Ball in the security area (Pearl Room 4)	Fri	John Brandon (D)
		2:00 PM	Jerry Jones (D)
Silent Auction Setup	Verify table setup per the diagram	Fri	Graham Keefe (D)
	Setup per direction from Graham Keefe and Mike Ibe	2:00 PM	Joseph Earl (D)
	M: Grid - Art setup		Mike Ibe (M)
	M: Sports Memorabilia setup		Pascual Meyer (D)
	M: Alcohol setup		Parker Edmiston (D)
	M: Movies & Music Memorabilia setup		John Elliott (D)
	M: Gift Baskets & Collectibles setup		Rob West (D)
	M: Hot Stuf & Visually Stimulating setup		Ryan Richard (M)
	M: Electronics setup		Charlie Argumaniz (M)
	M: Card Pull setup		Dustin Mabie (M)
	M: Restaurants, Hotels, Golf, and Sporting Goods setup		Curtis Earl (M)
	M: Wine Pull setup		John Jakubowski (M)
	M: Silent Auction Signs setup		Jesse Alvarado (M)
			Fred Hernandez (M)
	Highlighted names will help with toy collection unload on Saturday		Raju Datla (M)
	Ryan Richard to leave SA to help with Jose with Bell Sound		
Loading Dock Coordinator	SIGN - WHILE UNLOADING YOU MUST LEAVE KEYS WITH DMS DOCK COORDINATOR (Mike Hsu phone#)	Fri	Mike Hsu (D)
	PLEASE UNLOAD IMMEDIATELY - DO NOT LEAVE TRUCK UNATTENDED	2:00 PM	

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Sign Setup	If the signs were not previously sorted by floor sort them now by floor	Fri	Clayton Waddle (D)
	Stage easels for sign placement on Saturday	2:00 PM	Jason Gray (D)
	WHEN COMPLETE HELP THE TWO (2) PIPE & DRAPE TEAMS		Aaron Cottle (D)
			Miguel Ramirez (D)
			Max Cavignac (M)
			Ben Rutter (M)
			Silvino Castillo (M)
			Tom Thornton (M)
			Joval Eblen III (M)
Casino Setup	Organize Casino prizes and get ready for setup on Saturday.	Fri	Stephen Witherington(D)
		2:00 PM	Kent Montee (D)
			Tim Harrellson (D)
			Don Nebhan (M)
Pipe & Drape	Setup 3' pipe & drape for the five (5) \$1,250 Private Entertainment Tables on the West side of Dallas (1st Floor)	Fri	Bill Woolfolk (D)
1st Floor/Dallas Ballroom	Setup 3' pipe & drape for the eight (9) \$1,250 Private Entertainment Tables on the East side of Dallas (1st Floor)	2:00 PM	Anthony Cass (D)
Invitation Boxes	Setup 3' pipe & drape for photos in Dallas Ballroom		Chris Williams (D)
	Setup 3' pipe & drape for Trips and Experiences, Escalator and back of Silent Auction		Michael Vernone (D)
	Setup 8' pipe & drape in Silent Auction, by entrance and loading dock		Richard Whitman (D)
	WHEN COMPLETE HELP THE OTHER PIPE & DRAPE TEAM		Peter Floyd (M)
			Jacob Radford (M)
			David Rawson (M)
			Dan Morris (M)
			Aaron Sanders (M)
			Matt Harrison (M)
Pipe & Drape	Setup 3' pipe & drape in Lonestar Ballroom (2nd Floor) for Private Entertainment Tables, six (6) Private Ent Areas	Fri	Robbie Robinson (D)
2nd Floor/Lonestar Ballroom	Setup 3' pipe & drape in Lonestar Ballroom (2nd Floor) for Photos	2:00 PM	Patrick Walters (D)
3rd Floor/Houston Ballroom	Setup 3' pipe & drape in Lonestar Preconvenne for Reserved Seating, and Escalators		Scott Wilks (D)
	WHEN COMPLETE HELP THE OTHER PIPE & DRAPE TEAM		Michael Murray (D)
			Andrew Long (M)
			Raynold Mason Jr. (M)
			Ashantis Houston (M)
			Jamaal Aiello (M)
			Justin Ward (M)
			Keith Thomas Sr (M)
Margarita Mixing	Mix the first barrel of margaritas, test, and toast as a group	Fri	Skip Muller (DE)
	48 bottles of Tequila, 16 bottles of Triple Sec, 16 packages of Lasco, and 20 gallons of H2O	4:30 PM	Ed Zahra (DE)
	Repeat...mix (16 full size) 55 gal barrels of margaritas		Jorge Levy (DE)
	Margarita mixing will be run by the DE's		ALL DEs
	BEFORE BEING RELEASED - YOU MUST CHECK-OUT WITH FLOOR CAPTAIN		
Bell Sound Setup	Assist Bell Sound with load in for 2nd floor Preconvene stage	Fri	Danny Everett (D)
		3:30 PM	Dean Vallery (DE)
			Jim Schulz (D)

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Area	Task	Day/Time	Team Members
			Mark Collins (M)
			Ryan Richard (M)
Friday Night Party Setup	Meet with the Crozier Hall to ensure everything is a go	Fri	Stephen Witherington (D)
	Begin to sign in guests at 6:45 PM	6:30 PM	Steve Howard (D)
	6:45pm-7:45pm - assisting with sign in - 7:45 PM-8:45 PM - assisting with sign in		Scott Olson (M)
Friday Night Party	Hors d'oeuvres start at 7:00 PM	Fri	Stephen Witherington (D)
	Dinner Buffett starts at 7:30 PM	7:00 PM	
	BEFORE BEING RELEASED - YOU MUST CHECK-OUT WITH FLOOR CAPTAIN		
Friday Night Sheraton Party	Sheraton is hosting a welcome party in the Draft from 10:00pm-1:00am	Fri	EVERYONE UPON RETURN
	There will be drink specials on Margaritas, Beer, etc	10:00 PM	
	This is a Sheraton party and all guests are welcome		
Friday Night Dinner Cleanup	Friday Night Party Committee	Fri	Stephen Witherington (D)
	Bar closes at 11:00 PM	11:00 PM	Steve Howard (D)
	Happy Hour will be going on at Draft Sports Bar in the Sheraton		Scott Olson (M)
SATURDAY TASKS			
Silent Auction Setup	Check with Graham Keefe Friday night before the Friday Night Party for possible early start time	Sat	Graham Keefe (D)
	**Will break off at 9am for toy arrival and will return once completed - will be bringing in remaining toys from toy collection boxes - will work with Jim Schultz and Derrick Chance	8:00 AM	Joseph Earl (D)
			Mike Ibe (M)
			Pascual Meyer (D)
			Parker Edmiston (D)
			John Elliott (D)
			Rob West (D)
			Ryan Richard (M)
			Charlie Argumaniz (M)
			Dustin Mabie (M)
			Curtis Earl (M)
			John Jakubowski (M)
			Jesse Alvarado (M)
			Fred Hernandez (M)
			Raju Datla (M)

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Area	Task	Day/Time	Team Members
Centerpiece Setup	Place centerpieces on Emerald and Reserved VIP Tables per Parker Edmiston	Sat 8:00 AM	Parker Edmiston (D)
A/V Setup	Directors Brunch - Chaparral Club - 38th Floor Center Tower A/V setup	Sat 8:00 AM	Michael Murray (D) Steve Howard (D)
Treasurer Setup	Finish setup of Treasurer's office and Merchandise area	Sat 8:00 AM	Christian Bowers (D) Ernie Schmalzried (D) Curtis Gulick (DE) Scott Olson (D) Stephen Giles (D)
Merchandise Setup	Finish setup of the merchandise to be sold and then go to the Silent Auction DMS Merch Sale & Gift Certs - 4 chairs behind counter area Signage Pens / CC Machines / Paper Rolls / Donation Receipts	Sat 8:00 AM	Santos Ramos (D) David Rawson (M) Justin Ward (M)
Radio Setup	Finish setup of all radios for use during the Ball in Pearl Room 4 and then go to the Silent Auction Place Security Prints in designated locations - (check in Treasurer's office for these items)	Sat 8:00 AM	John Brandon (D) Jerry Jones (D)
Margarita Stations	Setup of the Margarita Stations and then go to the Silent Auction Dallas Ballroom Lonestar Ballroom Preconvene 3rd Floor Tables should be set up, skirted, and ready to place cups Leave at least one full box of cups under each set of tables Leave 2-3 empty cup boxes under each set of tables <p style="text-align: center;">MOVE TO WILL CALL/VOLUNTEER SETUP</p>	Sat 8:00 AM	Michael Vernone (D) Richard Whitman (D) Chris Williams (D) Aaron Sanders (M) Don Nebhan (M)
Will Call/Gift Certificates & Band Room Setup	Will Call setup - 2 table/4 chairs - 2nd Floor Hotel Side - Refer to diagram Gift Certificate Sales setup - 1 table/2 chairs per diagram Will Call/Gift Cert. Signage Pens/Cr. Card Machines/Paper Rolls/Donation Receipts Setup tables and chairs for bands (3rd floor - State Rooms) - 2:00pm Place drinks, and cups in State Rooms 1 and 2 (3rd Floor) - Food Catered from Jimmy Johns - Arriving at 3:00 pm Get some chips (approx 40 bags) from Pearl 5 Will Call hours will be 1:00 PM - 11:00 PM	Sat 8:00 AM	Patrick Walters (D) Tom Thornton (M) Jamaal Aiello (M)
Volunteer/Security Area Setup	Will be in Press Club Tables for food Drinks, cups, and ice put in the volunteer/security area Tables/Chairs for 150 ppl - Already placed	Sat 8:00 AM	Patrick Walters (D) Joval Eblen III (M) Kelechi Nwaeke (M) Ashantis Houston (M)

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	Get chips, drinks, etc from Pearl 5 (see volunteer food area below for allocation)		
	Signage for area		
	Food will be delivered at 2:00 pm		
Sky Bridge Tunnel Setup	Global Events to Finish Light Tunnel Setup	Sat 8:00 AM	Global Events
Sign Setup	Place the signs and easels ONLY in the Silent Auction, Preconvene (2nd floor), Lone Star Ballroom, Houston Ballroom, San Antonio Ballroom, and Preconvene 3rd floor. NO SIGNS/EASELS CAN BE PLACED ON TOP OF TABLES	Sat 8:00 AM	Clayton Waddle (D) Jason Gray (D) Miguel Ramirez (D) Aaron Cottle (D) Mark Collins (M) Max Cavnac (M) Ben Rutter (M) Silvino Castillo (M) Dan Morris (M)
Casino	Finish the setup of the Casino and then go to the Silent Auction Organize Casino prizes Power for CC machines in casino chip sales booth Setup prizes for casino	Sat 8:00 AM	Stephen Witherington (D) Kent Montee (D) Tim Harrellson (D)
Pipe & Drape	Finish pipe & drape from Friday	Sat	Bill Woolfolk (D)
1st Floor/Dallas Ballroom	Set out invitation boxes at 1st floor entrance	8:00 AM	Anthony Cass (D)
Invitation Boxes			Peter Floyd (M)
	WHEN COMPLETE HELP THE OTHER PIPE & DRAPE TEAM		Jacob Radford (M)
			Matt Harrison (M)
Pipe & Drape	Finish pipe and drape from Friday	Sat	Robbie Robinson (D)
2nd Floor/Lonestar Ballroom	Set out invitation boxes in Austin Ballroom	8:00 AM	Scott Wilks (D)
3rd Floor/Houston Ballroom			Andrew Long (M)
	WHEN COMPLETE HELP THE OTHER PIPE & DRAPE TEAM		Raynold Mason Jr. (M)
			Keith Thomas Sr. (M)
LFK Toys	Assist in moving the toy drive donations to Pearl storage Begin in Silent Auction at 8am Return to Silent Auction upon completion Check with Jim Schultz on Delivery time	Sat 9:00 AM	Jim Schultz (D) Derrick Chance (D) Jesse Alvarado (M) Fred Hernandez (M) Raju Datla (M)
Begin GC and Casino Sales	Deploy CC Machines, Cash Boxes, and Receipts at 1st Floor Hotel Lobby and Austin Ballroom Make Sure volunteers are in position and staffed -train volunteers on process	Sat 11:00 AM	Pat Walters (D) Christian Bowers (D) Stephen Witherington (D)

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Area	Task	Day/Time	Team Members
Directors Brunch	Directors Brunch - Chaparral Club - 38th Floor Center Tower	Sat	Mike Hsu (D)
	Sponsor Check-in (Mike Hsu , , Silvino Castillo)	11:30 AM	Michael Murray (D)
	PLEASE WEAR YOUR NAME TAG - Dress code is business casual (i.e. Suit no tie)		
	There will be a private viewing of the silent auction for 1 hour after the brunch		
	For internal sub-blocks - guests will check in at the Press Club beginning after the brunch		
Band Payments	Give bands and entertainment final payment checks for the evening during sound checks	Sat 2:00 PM to 3:00 PM	Roy Whitfill (D)
General Cleanup	Walk all three floors and remove all trash	Sat	Roy Whitfill (D)
	Make sure all setup carts and setup items are stowed away	3:00 PM	Chris Hes (M) - 1st
	Each Floor Captain will verify		Danny Everett (D) - 2nd
	Place Redbull on ice for DJ in Dallas ballroom (Roy Whitfill).		Clayton Waddle (D) - 3rd
	Place ice in the band rooms 3rd floor (Dean Vallery)		
	Walk--Through with Vendors - Richard McClure - AMSD Productions		
Volunteer Food Delivery	Meet Jimmy John's delivery (214-515-9177) in valet and take food to volunteer area and band rooms	Sat	Patrick Walters (D)
	Sign credit card receipt and add \$100 tip	2:00 PM	Aaron Cottle (D)
	11 food trays for volunteers in Press Club		David Rawson (M)
	2 food trays to third floor - 1 to State Room 1 - 1 to State Room 2- 1 case of water, coke, and diet coke, 1bx of chip		Joval Eblen III (M)
	1 food tray to the Treasurers Office on Skybridge		
	4 trays to Live Oak - for TXSG - also move 5 cases water, 1 case of ea soda, 1 Pkg of cups, 2 chip box, 2 cookie box		
	Aaron Cottle details - may need to go get trays if delivery running behind - store trays in refrigerator until 4pm	4:00 PM	
Lonestar Ballroom Sweep	Make sure all items are in Lonestar Ballroom at 5:15pm for ribbon and boutonniere pinning	Sat	Bill Katz (D)
	Check Lonestar Ballroom and make sure that we ask all non-DMS personnel to vacate Lonestar Ballroom	5:15 PM	Danny Everett (D)
	All doors to Lonestar Ballroom need to be locked prior to pictures and have one door for DMS to access		
Pictures	All DMS personnel and SO's need to be in the Lonestar Ballroom for pictures promptly	Sat	Bill Katz (D)
	Bring your gift(s) down with you	5:30 PM	EVERYONE
	Boutonnieres and ribbons will be pinned on all DMS personnel (Men's Wearhouse)		Directors
	Directors & Director Emeritus need to have their polished goblets for pictures		Director Emeritus
	Mens Wearhouse will be in the Ballroom to tie bowties and assist with boutineers (be ready to pin up until 6:30pm)		Members
	Please see Bill Katz for picture order and direction - Pictures will be taken on time.		SO's
	Picture Order - 5:45 M SO's, 5:55 M, 6:05 DE SO's, 6:15 DE, 6:25 D SO's, 6:35 D		
Begin Casino and 1st Floor Entry Sales	Deploy CC Machines, Cash Boxes, and Receipts at 1st Floor Entrance and Casino Sales Area	Sat	Stephen Witherington (D)
	Make Sure volunteers are in position and staffed -train volunteers on process	6:30 PM	Christian Bowers (D)
	Make sure all GC and Casino Sales stations are fully stocked - Austin, 1st Floor Lobby, 1st Floor Ent, Casino		
Volunteer Floor Captain Shifts	Work with volunteers on designated floor to ensure volunteers are in place and have all	Sat	Patrick Walters (D)
Shift 1	necessary items for each station	5:30 PM	
		to	
		7:00 PM	

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Welcome Guests	All DMS personnel need to be at one of the two (2) entrances to greet the guests as they arrive SO's can be present if they wish Be present until at least 7:15 and then you are free to enjoy the evening	Sat 7:00 PM	EVERYONE
Volunteer Floor Captain Shifts Shift 2	Work with volunteers on designated floor to ensure volunteers are in place and have all necessary items for each station	Sat 7:00 PM to 9:00 PM	Patrick Walters (D) 1st Floor TBD (M) 2nd Floor TBD (M)
Volunteer Floor Captain Shifts Shift 3	Work with volunteers on designated floor to ensure volunteers are in place and have all necessary items for each station	Sat 8:30 PM to 10:30 PM	Patrick Walters (D) 1st Floor TBD (M) 2nd Floor TBD (M)
Volunteer Floor Captain Shifts Shift 4	Work with volunteers on designated floor to ensure volunteers are in place and have all necessary items for each station	Sat 10:00 PM to 12:00 AM	Patrick Walters (D) 1st Floor TBD (M) 2nd Floor TBD (M)
Silent Auction Shutdown	Silent Auction Shutdown Escort everyone out	Sat 11:30 PM	Graham Keefe (D) Joseph Earl (D) Mike Ibe (M)
Not Raffle Shutdown	Raffle break down. Report to Stephen Witherington at the Casino	Sat 11:30 PM	Stephen Witherington (D)
Casino Shutdown	Elite Casino Events shuts down Casino	Sat 12:00 AM	Elite Casino
SUNDAY TASKS			
Toy Sorting and Loading	Assist in the organizing of the toys sorted by the volunteers and load them on the trucks After your other assigned task(s) is/are complete help out here	Sun 7:00 AM	Derrick Chance (D) Michael Murray (D) Steve Howard (D) Miguel Ramirez (D) Richard Whitman (D) Kent Montee (D) Tim Harrelson (D) Aaron Cottle (D) Chris Williams (D) Ken Husa (DE) Justin Ward (M)

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Area	Task	Day/Time	Team Members
			Kelechi Nwaeke (M)
			Raju Datla (M)
Sunday Cleanup	Return all of DMS warehouse items to the loading dock	Sun	Roy Whitfill (D) -
	Margarita station, invite boxes, donation boxes, signs, all outlet strips, extension cords, etc	8:30 AM	Chris Hes (M) - 1st
	Help with Silent Auction cleanup if needed		Danny Everett (D) - 2nd
			Clayton Waddle (D) - 3rd
Invitations	Collect the invitation stubs from the invite boxes	Sun	Roy Whitfill (D)
	Move invitation boxes to go on Don Laube's trucks - rollup door	10:30 AM	Dean Vallery (DE)
			Mike Hsu (D)
Volunteer Cleanup	Return all left over drinks and volunteer snacks to the loading dock area to be put on Tim Harrelson's truck	Sun	Patrick Walters (D)
		8:30 AM	Ashantis Houston (M)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT	to	Joval Eblen III (M)
		9:30 AM	
Treasurer Cleanup	Cleanup Treasurer's office	Sun	Christian Bowers (D)
	Pick up and deliver to loading dock (donation boxes) to go on Don Laube's truck	8:30 AM	Ernie Schmalzried (D)
			Curtis Gulick (DE)
			Scott Olson (D)
			Tom Thornton (M)
Merchandise Cleanup	Pack up all remaining merchandise	Sun	Santos Ramos (D)
	Once done move to Toy Sort or Silent Auction	10:30 AM	Stephen Giles (D)
			Matt Harrison (M)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT		Don Nebhan (M)
Radio Cleanup	Return all radios to the Security Room	Sun	John Brandon (D)
	Return all DMS materials to the 1st floor loading dock	8:30 AM	Jerry Jones (D)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT		
Silent Auction Cleanup	Clean up and store Silent Auction items	Sun	Graham Keefe (D)
		8:30 AM	Joseph Earl (D)
			Mike Ibe (M)
			Pascual Meyer (D)
			Parker Edmiston (D)
			John Elliott (D)
			Rob West (D)
			Charlie Argumaniz (M)
			Dustin Mabie (M)
			Curtis Earl (M)
			John Jakubowski (M)

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Margarita Stations Cleanup	Return remaing cups, and DMS materials to the 1st floor loading dock	Sun	Michael Vernone (D)
		10:30 AM	Fred Hernandez (M)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT UNTIL 10:30 AM	to	
		11:30 AM	
Sign Cleanup	Return all signs to bins - if possible keep them seperated by floor	Sun	Clayton Waddle(D)
	Return all easels to bins	8:30 AM	Jason Gray (D)
		to	Mark Collins (M)
		10:30AM	Max Cavnignac (M)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT		
		10:30AM	Clayton Waddle(D)
		to	Jason Gray (D)
		12:30PM	Silvino Castillo (M)
			Ben Rutter (M)
Casino Cleanup and Prize Handout	Return all DMS items for Casino to the loading dock	Sun	Stephen Witherington (D)
	Handle distribution of Raffle Prizes - and reconciliation of casino sales	8:30 AM	Kent Montee (D)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT		
Pipe & Drape/Stanchions	Return all stanchions, pipe, drape, and invitation boxes to the 1st floor loading dock	Sun	Bill Woolfolk (D)
Invite Boxes Cleanup	1st Floor - after you finish check 2nd and 3rd floors - Once done move to Toy Sort or Silent Auction	8:30 AM	Scott Wilks (D)
	2nd Floor - after you finish check 1st and 3rd floors - Once done move to Toy Sort or Silent Auction	to	Peter Floyd (M)
	3rd Floor - after you finish check 1st and 2nd floors - Once done move to Toy Sort or Silent Auction	10:30 AM	Jacob Radford (M)
			Andrew Long (M)
			Aaron Sanders (M)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT	10:30 AM	Robbie Robinson (D)
		to	Anthony Cass (D)
		12:30 PM	Dan Morris (M)
			Raynold Mason Jr. (M)
			David Rawson (M)
			Jamaal Aiello (M)
	Assist Bell Sound with Clean-up (2nd Floor Pre-Convence)	Sun	Ryan Richard (M)
		10:30 AM	Jesse Alvarado (M)

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	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT	to	
		12:30 PM	
General Cleanup	ONCE YOUR ASSIGNED TASK IS DONE PLEASE JOIN ANOTHER TEAM TO ASISST THEM TO COMPLETION.	Sun	Roy Whitfill (D)
		ALL DAY	EVERYONE
Loading/Unloading Box Trucks	Assist loading any stragglng DMS items on to appropriate box trucks.	Sun	Jim Schultz (D)
	Need 4 volunteers to return with Global Events box truck to the storage unit on Walnut Hill for unloading.	12:30PM	Santos Ramos (D)
	Ensure red carpet and 2 beer tubs are given to Global Events for storage till next year	to	Ryan Richard (M)
		4:30PM	Keith Thomas (M)
	After your other assigned task(s) is/are complete help out loading the Trucks		

Blue Text	Floor Captain
Red Text	Person assigned to special assignment
Blue Hightlight	Director/Director Emeritus in Charge of Team/Task
Orange Hightlight	Person shadowing to take over
Yellow Hightlight	DE Duties