

2023 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) Clayton Waddle (D)/Chris Hes (M) - 1st Aaron Cottle (D) - 2nd Clayton Waddle (D)/Chris Hes (M)- 3rd
THURSDAY TASKS			
Warehouse/Storage Retrieval	Retrieve DMS Ball items from the Attic storage facility (leave the barrels) 10949 Walnut Hill Lane, Dallas Tx Load items for the Margarita Ball from storage Tim Harrelson will provide truck's Unit No. 49 Bring gloves Gate Code: 206004* Unload into Pearl Room 5 on 2nd floor - hotel side	Thu 11:00 AM	Tim Harrelson (D) Roy Whitfill (D) Clayton Waddle (D) Don Dolezal (DE) Tom Hauser (M) Keith Thomas (D) Sean Diaz (M) Jermaine Smith (M) Jim Schultz (D)
Volunteer/Security	Buy sodas, water, red bull, snacks, plates, napkins, beer, etc (SAMS) See Roy Whitfill for shopping list. Check for Sam's delivery order - Scott Olson	Thu Afternoon/Eve	Roy Whitfill (D) Jerry Jones (D) Scott Olson (D)
FRIDAY TASKS			
Silent Auction Item Retrieval	Retrieve Silent Auction items from warehouse Life Storage located @ Royal & I-75 8555 Manderville Lane, Dallas, Texas 75231	Fri 8:30 AM	Joseph Earl (D) Graham Keefe(D) Silent Auction Team
Boxes for Toy Sort	Unload boxes for toy sort and move to Pearl 5 on 2nd floor - hotel side Move carts from Pearl 5 to Pearl 3	Fri 9:00 AM	Derrick Chance (D) Steve Howard (D) Glen Austin (M) Chris Williams (D)
Warehouse/Storage Retrieval	Retrieve DMS Margarita Barrels from the Attic storage facility 10949 Walnut Hill Lane, Dallas TX Tim Harrelson will provide truck Unit No. 49 Gate Code: *206004#	Fri 9:30 AM	Roy Whitfill (D) or Clayton Waddle (D) Members Not in Silent Auction
Barrel Washing	Wash the 16 barrels for the margaritas Gator Wash - 9601 Plano Road, Dallas, TX Roy Whitfill will provide beer and water Christian Bowers to bring \$25.00 in quarters	Fri 10:00 AM	Roy Whitfill (D) Members

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Lunch	La Stella Restaurant - 2330 Flora St #150, Dallas, TX 75201 Italian FOOD - TBD Sean Diaz, Tim Kiely, Matt Harrison, and Josh Bellamy to help with check-in	Fri 11:30 AM	Steve Howard (D) ALL RSVP DMS Sean Diaz - check-in assist Tim Kiely- check-in assist Matt Harrison - check-in assist Josh Bellamy- checki-in assist
Hotel Check-in	Check-in All DMS personnel will receive complimentary parking at Platinum Parking Bryan Tower Garage for (1) vehicle Friday/Saturday - 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	Fri 1:00 PM	Dean Valley (DE)
Truck Unload	Unload the Silent Auction Truck and Warehouse Truck with barrels Retreive push-carts from Pearl storage Distribute items to each floor for setup and items to the Silent Auction Once activites are complete return push carts to Pearl storage	Fri 1:30 PM	Clayton Waddle (D) ALL D's and M's
Private Table Measurements	Measure and place tape markers for private area setup - 1st floor and 2nd floor Measure and place tape markers for reserved table areas - 2nd floor	Fri 1:30 PM	Roy Whitfill (D) Clayton Waddle (D) Chris Hes (M)
Treasurer Setup	Setup Treasurer's office and Merchandise area Treasurers office will be located on Skybridge	Fri 2:00 PM	Scott Olson (D) Ernie Schmalzried (D) Curtis Gulick (DE) Christian Bowers (D) Stephen Giles (D)
Merchandise Setup	Setup the merchandise to be sold	Fri 2:00 PM	Santos Ramos (D) Kelechi Nwaeke (D)
Radio Setup	Setup all radios for use during the Ball in the security area (Pearl Room 4)	Fri 2:00 PM	John Brandon (D) Jerry Jones (D) Ben Rutter (M)

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Silent Auction Setup	Verify table setup per the diagram	Fri	Joseph Earl (D)
	Setup per direction from Joseph Earl and Mike Ibe	2:00 PM	Graham Keefe (D)
	M: Grid - Art setup		Mike Ibe (M)
	M: Sports Memorabilia setup		Pascual Meyer (DE)
	M: Alcohol setup		Mike Hsu (D)
	M: Movies & Music Memorabilia setup		John Elliott (D)
	M: Gift Baskets & Collectibles setup		Rob West (D)
	M: Hot Stuf & Visually Stimulating setup		Parker Edmiston (D)
	M: Electronics setup		Ryan Richard (M)
	M: Card Pull setup		Charlie Argumaniz (M)
	M: Restaurants, Hotels, Golf, and Sporting Goods setup		Dustin Mabie (M)
	M: Wine Pull setup		Curtis Earl (M)
	M: Silent Auction Signs setup		John Jakubowske (M)
			Jesse Alvarado (M)
		Fred Hernandez (M)	
	Ryan Richard (Highlighted) to leave SA to help with Jose with Bell Sound		Raju Datla (M)
			Joval Eblen III (M)
			Houston Morris (M)
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	
Sign Setup	If the signs were not previously sorted by floor sort them now by floor	Fri	Silvino Castillo (M)
	Stage easels for sign placement on Saturday	2:00 PM	Jason Gray (D)
	WHEN COMPLETE HELP THE TWO (2) PIPE & DRAPE TEAMS		Miguel Ramirez (D)
			Steve Howard (D)
	***Andrew Long and Sean Diaz (Highlighted-Green) to leave signs to help with Jose with Bell Sound @3:30PM		Jim Schultz (D)
			Scott Wilks (D)
			Jamal Aiello (M)
			Dan Goldman (M)
			Tom Thornton (M)
			Andrew Long (M)
		Sean Diaz (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)
			Michael Murray (D)

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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	Robbie Robinson (D)
	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		Bill Katz (D)
	Setup 8' pipe & drape in Silent Auction, by entrance and loading dock		Richard Whitman (D)
2nd Floor/Lonestar Ballroom	Setup 3' pipe & drape in Lonestar Ballroom (2nd Floor) for Private Entertainment Tables, six (6) Private Ent Areas		Patrick Walters (D)
	Setup 3' pipe & drape in Lonestar Ballroom (2nd Floor) for Photos		Keith Thomas (D)
	Setup 3' pipe & drape in Lonestar Preconvenne for Reserved Seating, and Escalators		Derrick Chance(D)
			Javier Rosario (M)
			Jacob Radford (M)
	AVSD Pro (Decorator) staff will be onsite to assist with how new pipe & drape is setup (similar to years' past)		David Rawson (M)
	Make sure that drape matches for a specific area - two different type of drape		Kurt Knebel (M)
			Issiah Thomas (M)
			Matt Harrison (M)
			James Hook (M)
			Raynold Mason Jr. (M)
			Ashantis Houston (M)
			Ryan Dane (M)
			Justin Ward (M)
			Mark Anthony Collins (M)
	***Mark Anthony Collins (Highlighted-Green) to leave Pipe and Drape @3:30pm to help with Jose with Bell Sound		Jermaine Smith (M)
	***Names in Purple will move to Skybridge to assist AVSD Pro with drape @3:30PM		Eddie Mendez (M)
			Tim Kiely (M)
			Andrew Kauth (M)
			Kevin Kemp (M)
			Thomas Hauser (M)
			Josh Bellamy (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	Aaron Cottle (D)
		3:30 PM	Dean Vallery (DE)
	**Highlighted are moving from one task to another		Ryan Richard (M)
			Jim Schultz (D)
			Mark Anthony Collins (M)
LED Drape on Skybridge	Assist AVSD Pro with running LED Drape on Skybridge	3:30 PM	Bill Katz (D)
			Jermaine Smith (M)
	Should take no longer than 30 min to 1 hr		Kurt Knebel (M)
			Tim Kiely (M)
			Andrew Kauth (M)
			Kevin Kemp (M)
			Thomas Hauser (M)
			Josh Bellamy (M)

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Area	Task	Day/Time	Team Members
Friday Night Party Setup	Meet with the Crozier Hall to ensure everything is a go	Fri	Patrick Walters (D)
	Begin to sign in guests at 6:45 PM	6:30 PM	Steve Howard (D)
	6:45pm-7:45pm - Jamaal Aiello and Tom Thornton - 7:45 PM-8:30 PM - Jacob Radford and Raju Datla		Scott Olson (D)
Friday Night Party	Hors d'oeuvres start at 7:00 PM	Fri	Patrick Walters (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	Patrick Walters (D)
	Bar closes at 10:00 PM	11:00 PM	Steve Howard (D)
	Happy Hour will be going on at Draft Sports Bar in the Sheraton		Scott Olson (D)
SATURDAY TASKS			
Silent Auction Setup	Check with Joseph Earl Friday night before the Friday Night Party for possible early start time	Sat	Joseph Earl (D)
		8:00 AM	Graham Keefe (D)
			Mike Ibe (M)
	If assigned team members are not needed with SA setup		Pascual Meyer (DE)
	please have them report to Robbie Robinson or Bill Woolfolk to help with Pipe and Drape		Mike Hsu (D)
			John Elliott (D)
			Parker Edmiston (D)
			Rob West (D)
			Ryan Richard (M)
			Charlie Argumaniz (M)
			Dustin Mabie (M)
			Curtis Earl (M)
			John Jakubowski (M)
Centerpiece Setup	Place centerpieces on Emerald and Reserved VIP Tables per Ben Rutter	Sat	Ben Rutter (M)
		8:00 AM	Thomas Hauser (M)
			Bill Katz (D)

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Area	Task	Day/Time	Team Members
A/V Setup	Directors Brunch - Houston Ballroom - 3rd Floor Convention Center Side A/V setup ***Steve Howard to move from signs to Houston Ballroom for Brunch setup - when needed	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	Scott Olson (D) Ernie Schmalzried (D) Curtis Gulick (DE) Christian Bowers (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) Justin Ward (M) Jermaine Smith (M) Javier Rosario (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 MOVE TO WILL CALL/VOLUNTEER SETUP	Sat 8:00 AM	Richard Whitman (D) Keith Thomas (D) Chris Williams (D) Issiah Thomas (M) Matt Harrison (M) Raymond Mason Jr (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 Will Call hours will be 1:00 PM - 11:00 PM	Sat 8:00 AM	Kelechi Nwaeke (D) Ryan Dane (M) Andrew Kauth (M) Ashantis Houston (M)
Band Room Setup	Get some chips (approx 40 bags) from Pearl 5 and cases of soda Place drinks, and cups in State Rooms 1 and 2 (3rd Floor) - Food Catered Jimmy Johns - Arriving at 2:00 pm Food trays will be placed at 4pm in Band rooms		

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Volunteer/Security Area Setup	Will be in Press Club	Sat	Kelechi Nwaeke (D)
	Tables for food	8:00 AM	Ryan Dane (M)
	Drinks, cups, and ice put in the volunteer/security area		Andrew Kauth (M)
	Tables/Chairs for 150 ppl - Already placed		Ashantis Houston (M)
	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 ; Food trays will be put out at 4pm		
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	Silvino Castillo (M)
			Jason Gray (D)
			Miguel Ramirez (D)
			Steve Howard (D)
	*** Steve Howard to move to Brunch Setup in Houston Ballroom when needed		Jim Schultz (D)
			Scott Wilks (D)
			Jamal Aiello (M)
			Dan Goldman (M)
			Tom Thornton (M)
			Andrew Long (M)
			Sean Diaz (M)
Casino	Finish the setup of the Casino and then go to the Silent Auction	Sat	Stephen Witherington (D)
	Organize Casino prizes	8:00 AM	Kent Montee (D)
	Power for CC machines in casino chip sales booth		Tim Harrellson (D)
	Setup prizes for casino		Michael Murray (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	Robbie Robinson (D)
Invitation Boxes	Drape chairs in all private entertainment areas		Patrick Walters (D)
			Derrick Chance (D)
			Kevin Kemp (M)
			Jacob Radford (M)
Pipe & Drape	Finish pipe and drape from Friday		Mark Anthony Collins (M)
2nd Floor/Lonestar Ballroom	Set out invitation boxes in Austin Ballroom		Kurt Knebel (M)
3rd Floor/Houston Ballroom	Drape chairs in all private entertainment areas		James Hook (M)
			Eddie Mendez (M)
			Tim Kiely (M)
			Josh Bellamy (M)
			Thomas Hauser (M)
			Glen Austin (M)
Begin GC and Casino Sales	Deploy CC Machines, Cash Boxes, and Receipts at 1st Floor Hotel Lobby and Austin Ballroom	Sat	Kelechi Nwaeke (D)
	Make Sure volunteers are in position and staffed -train volunteers on process	11:00 AM	Scott Olson (D)
			Stephen Witherington (D)
			Christian Bowers (D)

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Area	Task	Day/Time	Team Members
Directors Brunch	Directors Brunch - Houston Ballroom - 3rd Floor Convention Center (NEW LOCATION)	Sat	Jim Schultz (D)
	Sponsor Check-in (Jim Schultz, Ashantis Houston (M))	11:30 AM	Michael Murray (D)
	PLEASE WEAR YOUR NAME TAG - Dress code is business casual (i.e. Suit no tie)		Derrick Chance (D)
	There will be a private viewing of the silent auction for 1 hour after the brunch		Ashantis Houston (M)
	For internal sub-blocks - guests will check in at the Press Club beginning after the brunch		ALL RSVP DMS
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	Clayton Waddle (D)/Chris Hes (M) - 1st
	Each Floor Captain will verify		Aaron Cottle (D) - 2nd
	Place ice in the band rooms 3rd floor (Aaron Cottle)		Clayton Waddle (D)/Chris Hes (M) - 3rd
Volunteer Food Delivery	Meet Jimmy John's delivery (214-515-9177) in valet and take food to volunteer area and band rooms	Sat	Kelechi Nwaeke (D)
	Sign credit card receipt and add \$100 tip	2:00 PM	Aaron Cottle (D)
	11 food trays for volunteers in Press Club		Ben Rutter (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		Ashantis Houston (M)
	1 food tray to the Treasurers Office on Skybridge		
	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	Christian Bowers (D)
	Check Lonestar Ballroom and make sure that we ask all non-DMS personnel to vacate Lonestar Ballroom	5:30 PM	Danny Everett (D)
	All doors to Lonestar Ballroom need to be locked prior to pictures and have one door for DMS to access		Bill Katz (D)
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	5:45 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 - 6:00 D, 6:10 D SO's, 6:20 DE, 6:30 DE SO's, 6:40 M, 6:50 M SO's		
Volunteer Floor Captain Shifts Shift 1	Work with volunteers on designated floor to ensure volunteers are in place and have all necessary items for each station	Sat 6:30 PM to 7:30 PM	Kelechi Nwaeke (D)

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Security Postings	Make sure all stanchions are deployed on Skybridge and at top of escalator (2nd floor Hotel side)	Sat	John Brandon (D)
	Make sure all stanchions are deployed outside of Austin and in front of Elevator Bays - (2nd floor)	6:15 PM	Jerry Jones (D)
	Make sure TXSG positions on hotel side 2nd floor and 1st floor entrance are in position and on post by 7:00PM		Ben Rutter (M)
	Make sure all non-DMS personnel are out of 1st, 2nd, and 3rd floor (excludes band and hotel staff)		
	Ensure guests are lining up outside of Austin and not on Skybridge - Skybridge doors should be shut until 7:30 PM		
	Dress code enforcement should be in place by 7:00 pm at both first floor and 2nd floor		
Gift Card CC and Casino	Make Sure volunteers are in position and staffed -train volunteers on process	Sat	Scott Olson (D)
	Make sure all GC and Casino Sales stations are fully stocked - Austin, 1st Floor Lobby, 1st Floor Ent, Casino	7:00 PM	Stephen Witherington (D)
	Tim Kiely, Glen Austin, John Jabowski to assist with Casino during the ball		John Jabowski (M) - assist during Ball Glen Austin (M) - assist during Ball Tim Kiely (M) - assist during Ball
Welcome Guests	All DMS personnel need to be at one of the two (2) entrances to greet the guests as they arrive	Sat	EVERYONE
	SO's can be present if they wish	7:30 PM	
	Be present until at least 7:45pm and then you are free to enjoy the evening		
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	Kelechi Nwaeke (D)
		7:00 PM to	1st Floor
		9:00 PM	Jamaal Aiello (M)
			2nd Floor Kevin Kemp (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	Kelechi Nwaeke (D)
		8:30 PM to	1st Floor
		10:30 PM	Houston Morris (M)
			2nd Floor Jermaine Smith (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	Kelechi Nwaeke (D)
		10:00 PM to	1st Floor
		12:00 AM	TBD (M)
			2nd Floor TBD (M)
Silent Auction Shutdown	Silent Auction Shutdown	Sat	Joseph Earl (D)
	Escort everyone out	11:30 PM	Graham Keefe(D) Mike Ibe (M) Pascual Meyer (DE)

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Raffle Shutdown	Raffle break down. Report to Stephen Witherington at the Casino	Sat 11:30 PM	Stephen Witherington (D) Glen Austin (M), Tim Kiely (M) John Jabowski (M)
Casino Shutdown	Elite Casino Events shuts down Casino	Sat 11:30 PM	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	Sun 7:00 AM	Tim Harrelson (D) Keith Thomas, Sr (D) Michael Murray (D) Steve Howard (D) Miguel Ramirez (D) Richard Whitman (D) Kent Montee (D) Derrick Chance (D) Chris Williams (D) Ken Husa (DE) Dan Goldman (M) Raju Datla (M) Glen Austin (M)
	After your other assigned task(s) is/are complete help out here		
Sunday Cleanup	Return all of DMS warehouse items to the loading dock Margarita station, invite boxes, donation boxes, signs, all outlet strips, extension cords, etc Help with Silent Auction cleanup if needed	Sun 8:30 AM	Roy Whitfill (D) - Clayton Waddle (D)/Chris Hes (M) - 1st Aaron Cottle (D) - 2nd Clayton Waddle (D)/Chris Hes (M) - 3rd
Invitations	Collect the invitation stubs from the invite boxes Move invitation boxes to go on AVSD trucks - loading dock - make sure it's the truck going to the warehouse	Sun 8:30 AM	John Brandon (D) Thomas Hauser (M) Kevin Kemp (M) Ben Rutter (M)
	HIGHLIGHTED - ONCE DONE MOVE TO ASSIST PIPE AND DRAPE TEAM		
	John B and Ben R move to radio room to pack up radio room		
Volunteer Cleanup	Return all left over drinks and volunteer snacks to the loading dock area to be put on Tim Harrelson's truck	Sun 8:30 AM	Kelechi Nwaeke (D) Ashantis Houston (M)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT	to 9:30 AM	
Treasurer Cleanup	Cleanup Treasurer's office Pick up and deliver to loading dock (donation boxes) to go on AVSD truck back to warehouse	Sun 8:30 AM	Scott Olson (D) Ernie Schmalzried (D) Christian Bowers (D) Tom Thornton (M)

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Merchandise Cleanup	Pack up all remaining merchandise	Sun	Santos Ramos (D)
	Once done move to Toy Sort or Silent Auction	8:30 AM	Stephen Giles (D) Matt Harrison (M)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT		
Radio Cleanup	Return all radios to the Security Room	Sun	John Brandon (D)
	Return all DMS materials to the 1st floor loading dock	9:30 AM	Jerry Jones (D) Ben Rutter (M)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT		
Silent Auction Cleanup	Clean up and store Silent Auction items	Sun	Joseph Earl (D)
		8:30 AM	Graham Keefe (D) Mike Ibe (M) Pascual Meyer (DE) Mike Hsu (D) John Elliott (D) Parker Edmiston (D) Rob West (D) Charlie Argumaniz (M) Dustin Mabie (M) Curtis Earl (M) John Jakubowski (M) Fred Hernandez (M) Joval Eblen III (M) Houston Morris (M)
Margarita Stations Cleanup	Return remaing cups, and DMS materials to the 1st floor loading dock	Sun	Bill Katz (D)
		8:30 AM	Raymond Mason, Jr (M) Issiah Thomas (M)
	HIGHLIGHTED - ONCE DONE MOVE TO PIPE AND DRAPE		

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Sign Cleanup	Return all signs to bins - if possible keep them seperated by floor	Sun	Silvino Castillo (M)
	Return all easels to bins	8:30 AM	Jason Gray (D)
			Scott Wilks (D)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT		Jamal Aiello (M)
			Sean Diaz (M)
			Ryan Dane (M)
			Andrew Kauth (M)
		Kurt Knebel (M)	
		Javier Rosario (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)
	1st Floor - after you finish check 2nd and 3rd floors - Once done move to Toy Sort or Silent Auction	8:30 AM	Robbie Robinson (D)
	2nd Floor - after you finish check 1st and 3rd floors - Once done move to Toy Sort or Silent Auction		Patrick Walters (D)
	3rd Floor - after you finish check 1st and 2nd floors - Once done move to Toy Sort or Silent Auction		Jacob Radford (M)
			Matt Harrison (M)
	***Highlighted Names are joining after other task		Kevin Kemp (M)
			Mark Anthony Collins (M)
			Kurt Knebel (M)
			James Hook (M)
			Eddie Mendez (M)
			Tim Kiely (M)
		Thomas Hauser (M)	
		Raymond Mason, Jr (M)	
		Issiah Thomas (M)	
Bell Sound Clean Up	Assist Bell Sound with Clean-up (2nd Floor Pre-Convenc)	Sun	Ryan Richard (M)
		10:30 AM	Jesse Alvarado (M)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT	to	Josh Bellamy (M)
		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 loaded on AVSD Pro truck	to	Ryan Richard (M)
	6 green carts will be stored with toys for Toy Distribution - remaining carts to be loaded on AVSD Pro Truck	4:30PM	Jermaine Smith (M)
	After your other assigned task(s) is/are complete help out loading the Trucks		Andrew Long (M)
		Justin Ward (M)	
Blue Text	Floor Captain		
Red Text	Person assigned to special assignment		
Blue Hightlight	Director/Director Emeritus in Charge of Team/Task		
Orange Highlight	Person shadowing to take over		
Yellow Hightlight	DE Duties		