

## 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 Christian Bowers will be checking to make sure everyone is on task and in position.	Wed/Thu/Fri Sat/Sun	Clayton Waddle (D)
			Aaron Cottle (D) - 1st
			Roy Whitfill (DE), Setup only - 2nd
			Keith Thomas (D) - 3rd
<b>THURSDAY TASKS</b>			
Warehouse/Storage Retrieval	Retrieve DMS Ball items from the Attic storage facility (leave the barrels)	Thu 11:00 AM	Tim Harrelson (D)
	10949 Walnut Hill Lane, Dallas Tx		Clayton Waddle (D)
	Load items for the Margarita Ball from storage		Aaron Cottle (D)
	Tim Harrelson will provide truck's		Bill Woolfolk (D)
	Unit No. 49		Tim Kiely (M)
	Bring gloves		Dan Goldman (M)
	Gate Code: 206004*		Sean Diaz (M)
	Unload into Pearl Room 5 on 2nd floor - hotel side		Tom Hauser (M)
			Brent Moore (M)
			Josh Bellamy (M)
	Mikael Lindstrom (M)		
Volunteer/Security	Buy sodas, water, red bull, snacks, plates, napkins, beer, etc (SAMS)	Thu Afternoon/Eve	Clayton Waddle (D)
	See Clayton Waddle for shopping list.		Jerry Jones (D)
	Check for Sam's delivery order - Scott Olson		Scott Olson (D)
<b>FRIDAY TASKS</b>			
Silent Auction Item Retrieval	Retrieve Silent Auction items from warehouse	Fri 8:30 AM	Joseph Earl (D)
	Life Storage located @ Royal & I-75		John Jakubowski (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 9:00 AM	Derrick Chance (D)
	Move carts from Pearl 5 to Pearl 3		Steve Howard (D)
			Glen Austin (M)
			Chris Williams (D)
Warehouse/Storage Retrieval	Retrieve DMS Margarita Barrels from the Attic storage facility	Fri 9:30 AM	Clayton Waddle (D)
	10949 Walnut Hill Lane, Dallas TX		Members Not in Silent Auction
	Tim Harrelson will provide truck		
	Unit No. 49		
Barrel Washing	Wash the 16 barrels for the margaritas	Fri 10:00 AM	Clayton Waddle (D)
	Gator Wash - 9601 Plano Road, Dallas, TX		Members
	Clayton Waddle will provide beer and water		
	Scott Olson to bring \$25.00 in quarters		
Lunch	Cheapsteaks 2613 Elm St, Dallas, Tx 75226	Fri 11:30 AM	Steve Howard (D)
	Kabobs, Vegetables - TBD		ALL RSVP DMS
	Jesse Alvarado, James Hook, Matt Harrison, and Josh Bellamy to help with check-in		Jesse Alvarado - check-in assist
			James Hook - check-in assist
			Matt Harrison - check-in assist
	Josh Bellamy- check-in assist		

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Area	Task	Day/Time	Team Members
Hotel Check-in	Check-in	Fri	Dean Vallery (DE)
	All DMS personnel will receive complimentary parking at Platinum Parking Bryan Tower Garage for (1) vehicle Friday/Saturday - 3rd floor and above	1:00 PM	
	DO NOT CHECK INTO YOUR ROOM IF IT ISN'T READY - You will be assigned a room outside your block		
	<b>After check-in ALL D's and M'S report to loading dock/silent auction area for setup assignment lists. Check-in with Mike Hsu</b>		
	<b>NO COMPLIMENTARY HOTEL PARKING</b>		
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 Measure and place tape markers for reserved table areas - 2nd floor	Fri	Clayton Waddle (D)
		1:30 PM	Santos Ramos (D)
			Miguel Ramirez (D)
Treasurer Setup	Setup Treasurer's office and Merchandise area <b>Treasurers office will be located on Skybridge</b>	Fri	Scott Olson (D)
		2:00 PM	Ernie Schmalzried (D)
			Curtis Gulick (DE)
			Stephen Giles (D)
Merchandise Setup	Setup the merchandise to be sold <b>*** Miguel Ramirez to leave at 3:30 to assist Bell Sound</b>	Fri	Lynn Barringer (DE)
		2:00 PM	Tim Kiely (M)
			Miguel Ramirez (D)
Radio Setup	Setup all radios for use during the Ball in the security area <b>(Pearl Room 4)</b>	Fri	John Brandon (D)
		2:00 PM	Jerry Jones (D)
			Ben Rutter (D)
Silent Auction Setup	Verify table setup per the diagram Setup per direction from <b>Joseph Earl</b> and <b>Mike Ibe</b>	Fri	Joseph Earl (D)
	<b>M:</b> Grid - Art setup	2:00 PM	Mike Ibe (M)
	<b>M:</b> Sports Memorabilia setup		Chris Williams (D)
	<b>M:</b> Alcohol setup		John Elliot (D)
	<b>M:</b> Movies & Music Memorabilia setup		John Jakubowski (D)
	<b>M:</b> Gift Baskets & Collectibles setup		Rob West (D)
	<b>M:</b> Hot Stuf & Visually Stimulating setup		Parker Edmiston (D)
	<b>M:</b> Electronics setup		Graham Keefe (DE)
	<b>M:</b> Card Pull setup		Dale Schlachter (DE)
	<b>M:</b> Restaurants, Hotels, Golf, and Sporting Goods setup		Pascual Edmiston (DE)
	<b>M:</b> Wine Pull setup		Ryan Richard (M)
	<b>M:</b> Silent Auction Signs setup		Tom Hauser (M)
			Jermaine Smith (M)
			Eddie Mendez (M)
	<b>*** Ryan Richard to leave at 3:30 to assist Bell Sound</b>		Houston Morris (M)
			Joval Eblen (M)
			Charlie Argumaniz (M)
			Hector Estrada (M)
			Malcolm Merriman (M)
			Mikael Lindstrom (M)
			Raju Datla (M)

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Area	Task	Day/Time	Team Members
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 (D)
	Stage easels for sign placement on Saturday for Hotel side and 3rd floor, hidden from view	2:00 PM	Dan Goldman (M)
	WHEN COMPLETE HELP THE TWO (2) PIPE & DRAPE TEAMS		Jason Gray (D)
			Steve Howard (D)
	***James Hook and Kevin Kemp (Highlighted-Green) to leave signs to help Jose with Bell Sound @3:30PM		Jim Schultz (D)
			Scott Wilks (D)
			Jamal Aiello (M)
			James Hook (M)
			Tom Thornton (M)
			Kevin Kemp (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)
Pipe & Drape 1st Floor/Dallas Ballroom	Setup 3' pipe & drape for the <b>five</b> \$1,500 Private Entertainment Areas on the West side of Dallas (1st Floor)	Fri	Bill Woolfolk (D)
	Setup 3' pipe & drape for the <b>eight</b> \$1,500 Private Entertainment Areas on the East side of Dallas (1st Floor)	2:00 PM	Robbie Robinson (D)
	Setup 3' pipe & drape for Trips and Experiences, Escalator and back of Silent Auction		Richard Whitman (D)
	Setup 3' pipe & drape for sides of Gladtower/Bacardi photo area		Patrick Walters (D)
	Setup 8' pipe & drape behind Gladtower/Bacardi photo area		Derrick Chance(D)
	Setup 8' pipe & drape in Silent Auction, by entrance and loading dock		Javier Rosario (M)
2nd Floor/Lonestar Ballroom	Setup 3' pipe & drape in Lonestar Ballroom (2nd Floor) for Private Entertainment Tables, <b>seven</b> Private Ent Areas		Kurt Knebel (M)
	Setup 3' pipe & drape in Lonestar Ballroom (2nd Floor) for Photos		Matt Harrison (M)
	Setup 3' pipe & drape in Lonestar Preconvenne for Reserved Seating, and Escalators		Raynold Mason Jr. (M)
			Ashantis Houston (M)
			Justin Ward (M)
	Make sure that drape matches for a specific area - two different type of drape		Mark Anthony Collins (M)
			Sam Othman (M)
			Josh Bellamy (M)
			Josh Tomolak (M)
			Houston Morris (M)
			Jesse Alvarado (M)
			Glen Austin (M)
			Jeremy Dickerson (M)
			Michael Elman (M)
			Enrique Gonzalez (M)
			Fred Hernandez (M)
		Venky Medicharla (M)	
Margarita Mixing	Mix the first barrel of margaritas, test, and toast as a group	Fri	Skip Muller (DE)
	44 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 ( <b>16</b> full size) 55 gal barrels of margaritas		Jorge Levy (DE)
	Margarita mixing will be run by the DE's		ALL DEs
	<b>BEFORE BEING RELEASED - YOU MUST CHECK-OUT WITH FLOOR CAPTAIN</b>		
Bell Sound Setup	Assist Bell Sound with load in for 2nd floor Preconvene stage	Fri	Clayton Waddle (D)
		3:30 PM	Kevin Kemp (M)
	**Highlighted are moving from one task to another		James Hook (M)
	If Bell Sound does not need assistance, or after you complete the task, please set up DMS display area		Miguel Ramirez (D)

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Area	Task	Day/Time	Team Members
Sky Bridge	See if AVSD needs assistance with setup on the Sky Bridge. Pull assistance from signs and Silent Auction.	3:30 PM to 6:00 PM	Clayton Waddle (D) Roy Whitfell (DE)
Friday Night Party	Dinner Buffett starts at 7:30 PM  <b>BEFORE BEING RELEASED - YOU MUST CHECK-OUT WITH FLOOR CAPTAIN</b>	Fri 7:00 PM	Patrick Walters (D) All D's, DE's, and M's with SO's Peer event only
Friday Night Sheraton Party	Sheraton is hosting a welcome party in the Draft from 10:00pm-1:00am  This is a Sheraton party and all guests are welcome	Fri 10:00 PM	EVERYONE IS WELCOME
Friday Night Dinner Cleanup	Friday Night Party Committee Bar closes at 10:00 PM Happy Hour will be going on at Draft Sports Bar in the Sheraton	Fri 11:00 PM	Patrick Walters (D)
<b>SATURDAY TASKS</b>			
Silent Auction Setup	Check with <b>Joseph Earl</b> Friday night before the Friday Night Party for possible early start time  <b>If assigned team members are not needed with SA setup please have them report to Robbie Robinson or Bill Woolfolk to help with Pipe and Drape</b>	Sat 8:00 AM	Joseph Earl (D) Mike Ibe (M) Chris Williams (D) John Elliot (D) John Jakubowski (D) Parker Edmiston (D) Graham Keefe (DE) Dale Schlachter (DE) Pascual Edmiston (DE) Ryan Richard (M) Jermaine Smith (M) Eddie Mendez (M) Houston Morris (M) Joval Eblen (M) Hector Estrada (M) Malcolm Merriman (M) Raju Datla (M)
Centerpiece Setup	Place centerpieces on Reserved VIP Tables	Sat 8:00 AM	Tom Hauser (M) Charlie Argumaniz (M)
A/V Setup	Directors Brunch - Houston Ballroom - 3rd Floor Convention Center Side A/V setup *** <b>Steve Howard</b> to move from signs to Houston Ballroom for Brunch setup - <b>when needed</b>	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) 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 - <b>4 chairs behind counter area</b> Pens / CC Machines / Paper Rolls / Donation Receipts	Sat 8:00 AM	Lynn Barringer (DE) Tim Kiely (M) Miguel Ramirez (D)

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Radio Setup	Finish setup of all radios for use during the Ball in <b>Pearl Room 4</b> and then go to the Silent Auction	Sat	John Brandon (D)
	Place Security Prints in designated locations - (check in Treasurer's office for these items)	8:00 AM	Jerry Jones (D)
			Ben Rutter (D)
Margarita Stations	Setup of the Margarita Stations ( <b>except 3rd floor</b> ) and then go to the Silent Auction	Sat	Richard Whitman (D)
	Dallas Ballroom	8:00 AM	Santos Ramos (D)
	Lonestar Ballroom		Rob West (D)
	Preconvene 3rd Floor		Mikael Lindstrom (M)
	Tables should be set up, skirted, and ready to place cups		Matt Harrison (M)
	Leave at least one full box of cups under each set of tables		Raymond Mason Jr (M)
	Leave 2-3 empty cup boxes under each set of tables		Tom Thorton (M)
	MOVE TO WILL CALL/VOLUNTEER SETUP		
Will Call/Gift Certificates & Band Room Setup	Will Call setup - 2 table/4 chairs - 2nd Floor Hotel Side - Refer to diagram	Sat	Kelechi Nwaeke (D)
	Gift Certificate Sales setup - 1 table/2 chairs per diagram	8:00 AM	Rob West (D)
	Will Call/Gift Cert. Signage		Sam Othman (M)
	Pens/Cr. Card Machines/Paper Rolls/Donation Receipts		Ashantis Houston (M)
	Setup tables and chairs for bands (3rd floor - State Rooms) - 2:00pm		
	Will Call hours will be 1:00 PM - 11:00 PM		
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) - <b>Food Catered Jimmy Johns - Arriving at 2:00 pm</b>		
	Food trays will be placed at 4pm in Band rooms		
Volunteer/Security Area Setup	Will be in Press Club	Sat	Kelechi Nwaeke (D)
	Tables for food	8:00 AM	Rob West (D)
	Drinks, cups, and ice put in the volunteer/security area		Sam Othman (M)
	Tables/Chairs for 150 ppl - <b>Already placed</b>		Ashantis Houston (M)
	Get chips, drinks, etc from Pearl 5 (see volunteer food area below for allocation)		
	Signage for area		
	Food will be <b>delivered at 2:00 pm</b> ; Food trays will be put out at 4pm		
Sign Setup	Place the signs on all floors except 3rd floor.	Sat	Silvino Castillo (D)
	NO SIGNS/EASELS CAN BE PLACED ON TOP OF TABLES	8:00 AM	Dan Goldman (M)
			Jason Gray (D)
			Steve Howard (D)
			Jim Schultz (D)
			Scott Wilks (D)
			Jamal Aiello (M)
			James Hook (M)
			Kevin Kemp (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)

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Area	Task	Day/Time	Team Members
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		Miguel Ramirez (D)
			Patrick Walters (D)
			Derrick Chance(D)
			Javier Rosario (M)
Pipe & Drape	Finish pipe and drape from Friday		Kurt Knebel (M)
2nd Floor/Lonestar Ballroom	Set out invitation boxes in Austin Ballroom		Brent Moore (M)
3rd Floor/Houston Ballroom	Drape chairs in all private entertainment areas		Justin Ward (M)
			Mark Anthony Collins (M)
			Josh Bellamy (M)
			Josh Tomolak (M)
			Jesse Alvarado (M)
			Glen Austin (M)
			Jeremy Dickerson (M)
			Michael Elman (M)
			Enrique Gonzalez (M)
			Fred Hernandez (M)
			Venky Medicharla (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)
Directors Brunch	<b>Directors Brunch - Houston Ballroom - 3rd Floor Convention Center</b>	Sat	Jim Schultz (D)
	Sponsor Check-in (Mike Hsu (D), Jim Schultz (D), )	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		
	For internal sub-blocks - guests will check in at the Press Club beginning after the brunch		ALL RSVP DMS
Third Floor Setup	Pipe and Drape Team / Sign Team / Margarita Station Team	Sat	Silvino Castillo (D)
	Please select members to set remaing items on third floor, and set those at this time.	2:00 PM	Bill Woolfolk (D)
		to 3:00 PM	Robbie Robinson (D)
			Richard Whitman (D)
Band Payments	Give bands and entertainment final payment checks for the evening during sound checks	Sat	Clayton Waddle (D)
	*** After Party Band mailed in advance.	2:00 PM	
		to 3:00 PM	
General Cleanup	Walk all three floors and remove all trash	Sat	Clayton Waddle (D)
	Make sure all setup carts and setup items are stowed away	3:00 PM	Aaron Cottle (D) - 1st
	Each Floor Captain will verify		Roy Whitfill (DE) Setup Only - 2nd
			Keith Thomas (D) - 3rd
	Place ice in the band rooms 3rd floor (Aaron Cottle)		

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Area	Task	Day/Time	Team Members
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		Tom Thornton (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 - <b>store trays in refrigerator until 4pm</b>	4:00 PM	
Lonestar Ballroom Sweep	Make sure all items are in Lonestar Ballroom at 5:15pm for ribbon and boutonniere pinning	Sat	Clayton Waddle (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		Christian Bowers (D)
Pictures	All DMS personnel and SO's need to be in the Lonestar Ballroom for pictures promptly	Sat	Christian Bowers (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 <b>Christian Bowers</b> for picture order and direction - Pictures will be taken on time.		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	Kelechi Nwaeke (D)
		6:30 PM	
		to	First Floor
		7:30 PM	<b>Dan Goldman (M)</b>
			Second Floor <b>Jermaine Smith (M)</b>
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 private security on hotel side, 2nd floor, 1st floor entrance are in position and on post by 7:00PM		<b>Ben Rutter (D)</b>
	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)
	<b>Malcom Merriman, Glen Austin, Brent Moore to assist with Casino during the ball</b>		Malcom Merriman (M) - assist during Ball Glen Austin (M) - assist during Ball Brent Moore (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	First Floor
		9:00 PM	<b>Ashantis Houston (M)</b>
			Second Floor <b>Kevin Kemp (M)</b>

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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	<b>Kelechi Nwaeke (D)</b> First Floor <b>Jamaal Aiello (M)</b> Second Floor <b>Raynold Mason, Jr. (M)</b>
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	<b>Kelechi Nwaeke (D)</b> First Floor <b>Jermaine Smith (M)</b> Second Floor <b>Enrique Gonzalez (M)</b>
Silent Auction Shutdown	Silent Auction Shutdown Escort everyone out	Sat 11:30 PM	<b>Joseph Earl (D)</b> Graham Keefe(D) Mike Ibe (M) Pascual Meyer (DE)
Raffle Shutdown	Raffle break down. Report to <b>Stephen Witherington</b> at the Casino	Sat 11:30 PM	<b>Stephen Witherington (D)</b> Malcom Merriman (M) Glen Austin (M) Brent Moore (M)
Casino Shutdown	Elite Casino Events shuts down Casino	Sat 11:30 PM	Elite Casino
<b>SUNDAY TASKS</b>			
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	<b>Tim Harrelson (D)</b> <b>Keith Thomas, Sr (D)</b> Michael Murray (D) Steve Howard (D) Miguel Ramirez (D) Richard Whitman (D) Kent Montee (D) Derrick Chance (D) Chris Williams (D) Dan Goldman (M) Kevin Kemp (M) Raynold Mason, Jr. (M) Glen Austin (M)
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	<b>Clayton Waddle (D)</b> <b>Aaron Cottle (D)</b> <b>Roy Whitfill (DE) Teardown Only</b>





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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)
			Jamaal Aiello (M)
	<b>ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT</b>		Sean Diaz (M)
			Josh Tomolak (M)
			Sam Othman (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)
	<b>ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT</b>		
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		Venky Medicharla (M)
			Matt Harrison (M)
	***Highlighted Names are joining after other task		Raju Datla (M)
			Mark Anthony Collins (M)
			Kurt Knebel (M)
			James Hook (M)
	<b>ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT</b>		Eddie Mendez (M)
			Justin Ward (M)
		Tom Thornton (M)	
		Mikael Lindstrom (M)	
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)
	<b>ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT</b>		Ben Rutter (D)
Bell Sound Clean Up	Assist Bell Sound with Clean-up (2nd Floor Pre-Convenc)	Sun	Hector Estrada (M)
		10:30 AM	Jesse Alvarado (M)
	<b>ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT</b>	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	Clayton Waddle (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	Enrique Gonzalez (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		Venky Medicharla (M)
		Justin Ward (M)	
Blue Text	Floor Captain		
Red Text	Person assigned to special assignment		
Blue Highlight	Director/Director Emeritus in Charge of Team/Task		
Orange Highlight	Person shadowing to take over		
Yellow Highlight	DE Duties		