Area	Task	Day/Time	Team Members
	Please see the following Floor Captain's for questions regarding the setup. Only these Floor Captain's outside of the		Clayton Waddle (D)
	designated Director in Blue Highlight will give direction to the teams for setup of the Ball. Danny Everett and Christian)	Aaron Cottle (D) - 1st
Setup Directors	Bowers will be checking to make sure everyone is on task and in position.	Wed/Thu/Fri	Roy Whitfill (DE), Setup only - 2nd
		Sat/Sun	Keith Thomas (D) - 3rd
	THURSDAY TASKS		
Warehouse/Storage Retrieval	Retrieve DMS Ball items from the Attic storage facility (leave the barrels)	Thu	Tim Harrelson (D)
	10949 Walnut Hill Lane, Dallas Tx	11:00 AM	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	Clayton Waddle (D)
	See Clayton Waddle for shopping list.	Afternoon/Eve	Jerry Jones (D)
	Check for Sam's delivery order - Scott Olson		Scott Olson (D)
	FRIDAY TASKS		
Silent Auction Item Retrieval	Retrieve Silent Auction items from warehouse	Fri	Joseph Earl (D)
	Life Storage located @ Royal & I-75	8:30 AM	John Jakubowske (D)
	8555 Manderville Lane, Dallas, Texas 75231		Silent Auction Team
Doves for Toy Cort	Unload boxes for toy sort and move to Pearl 5 on 2nd floor - hotel side	Fri	Derrick Chance (D)
Boxes for Toy Sort	Move carts from Pearl 5 to Pearl 3		Steve Howard (D)
	MOVE CALLS FROM PEARLS to PEARLS	9:00 AM	, ,
			Glen Austin (M) Chris Williams (D)
			Chris Williams (D)
Warehouse/Storage Retrieval	Retrieve DMS Margarita Barrels from the Attic storage facility	Fri	Clayton Waddle (D)
	10949 Walnut Hill Lane, Dallas TX	9:30 AM	Members Not in Silent Auction
	Tim Harrelson will provide truck	31307111	The first the fi
	Unit No. 49		
	Gate Code: *206004#		
Barrel Washing	Wash the 16 barrels for the margaritas	Fri	Clayton Waddle (D)
	Gator Wash - 9601 Plano Road, Dallas, TX	10:00 AM	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	Steve Howard (D)
	Kabobs, Vegtables - TBD	11:30 AM	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

Check-In Check-In Check-In All both personnel will receive complimentary parking at Platinum Parking Bryan Tower Gange for (1) vehicle 1.00 PM 1	Area	Task	Day/Time	Team Members
Indign/Statutary - 3rd floor and above DO NOT CHECK INTO POUR ROOMER TENT READY - You will be assigned a room outside your block	Hotel Check-in	Check-in	Fri	Dean Vallery (DE)
DO NOT CHICK INTO YOUR ROOM IT IT ISSUT BEADY. You will be assigned a room outside your block After check-in ALV and MS's report to doubting dools/ allent auction area for setup assignment lists. Check-in with Miles Insu NO COMPUMENTARY HOTE PARKING Truck Unload Intitiad the Silent Auction Trust and Warehouse Truck with borrels Active path and the Trunk and Warehouse Truck with borrels Active path and the Trunk and Warehouse Truck with borrels Conce activities are complete return push carts to Pearl storage Distribute terms to each floor for setup and items to the Silent Auction Once activities are complete return push carts to Pearl storage Private Table Messurements Measure and place tage markers for private area setup- 1st floor and 2nd floor Measure and place tage markers for reserved table areas - 2nd floor Measure and place tage markers for reserved table areas - 2nd floor Treaturers office will be located on Superinge Setup Treaturer's office will be located on Superinge Setup Treaturer's office will be located on Superinge Werchandise Setup Setup the merchandise to be sold Werchandise Setup Setup all radios for use during the Ball in the security area (Pearl Room 4) Fin United Setup Setup all radios for use during the Ball in the security area (Pearl Room 4) Fin Own Barrier (IV) Medical Auction Setup Verify table setup per the diagram Setup and International Setup Verify table setup per the diagram Setup and Setup Setup and Miles be Verify table setup per the diagram Setup and Setup Set		All DMS personnel will receive complimentary parking at Platinum Parking Bryan Tower Garage for (1) vehicle		
After check-in ALL D's and MS' seport to loading doct/fellent auction area for setup assignment lists. Check-in with Miles has been seen as a second of the		Friday/Saturday - 3rd floor and above	1:00 PM	
NO COMPLIMENTARY NOTE PARKING NO COMPLIMENTARY HOTE PARKING Unload the Silent Auction Truck and Wavehouse Truck with barrels Private Unload Unload the Silent Auction Truck and Wavehouse Truck with barrels Distribute from the six storage Private Table Measurements Private Tab		DO NOT CHECK INTO YOUR ROOM IF IT ISN'T READY - You will be assigned a room outside your block		
Fine Winload Unload the Silent Auction Truck and Warehouse Truck with barnels Retreive pouls crarts from Pearl storage Distribute least to each floor for setup and least to the Silent Auction Once activities are complete return puts 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 review at table areas - 2nd floor Fine State Barnels (D) Measure soffice and Merchandise area Fine State Barnels (D) Treasurers office will be located on Skybridge Treasurer office will be located on Skybridge Setup Treasurers office will be located on Skybridge Treasurer office will be located on Skybridge Setup Retreasurer to leave at 3.30 to assist Bell Sound Treasurer office will be located on Skybridge Setup the merchandise to be sold Fine State State State (D) Merchandise Setup Setup all radios for use during the Ball in the security area (Pearl Room 4) Fine Mark State State (D) Merchandise Setup Setup all radios for use during the Ball in the security area (Pearl Room 4) Fine Mark State State (D) Merchandise Setup Setup per direction from loogh Euri and Mike libe Verify table setup per the diagram Verify table setup per the diagram Setup per direction from loogh Euri and Mike libe Yes (G) Merchandise setup Merchandis		After check-in ALL D's and M'S report to loading dock/silent auction area for setup assignment lists. Check-in with Mike		
Truck Unload Unload the Sient Auction Truck and Warehouse Truck with barrels Retrieve push-car's from Pearl storage Retrieve push-car's 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 Bernature Setup Assert and place tape markers for private area setup - 1st floor and 2nd floor Fri Gavon Waddle (D) Sentor Remos (D) Miguel Ramire; (D) Treasurer Setup Setup Treasurer's office and Merchandise area Fri Gavon Waddle (D) Miguel Ramire; (D) Treasurer Setup Setup Treasurer's office and Merchandise area Fri Gavon Waddle (D) Miguel Ramire; (D) Treasurer Setup Setup Treasurer's office will be located on Skybridge Carlos Fri Wagnel Ramire; (D) Treasurer office will be located on Skybridge Carlos Fri Wagnel Ramire; (D) ***Miguel Ramire; (D) ***Setup and Irradios for use during the Ball in the security area (Pearl Room 4) ***Setup per the diagram Setup and increasing and Mike Ibe Setup and increasing and Mike Ibe Setup and increasing and Mike Ibe ***Setup per direction from insigh Earl and Mike Ibe ***Setup per direction from insigh Earl and Mike Ibe ***Setup per direction from insigh Earl and Mike Ibe ***Setup per direction from Insigh Earl and Mike Ibe ***Setup per direction from Insigh Earl and Mike Ibe ***Setup per direction from Insigh Earl and Mike Ibe ***Setup per direction from Insigh Earl and Mike Ibe ***Setup per direction from Insigh Earl and Mike Ibe ***Setup per direction from Insigh Earl and Mike Ibe ***Setup per direction from Insigh Earl and Mike Ibe ***Setup per direction from Insigh Earl and Mike Ibe ***Setup per direction from Insigh Earl and Mike Ibe ***Setup per direction from Insigh Earl A				
Retrieve push-carts from Pearl storage Distribute Heast Leach Roof for set year patterns to the Silent Auction Once activities are complete return push carts to Pearl storage Private Table Measure and place tape markers for private area setup - 1st floor and 2nd floor Measure and place tape markers for private area setup - 1st floor and 2nd floor Measure and place tape markers for private area setup - 1st floor and 2nd floor Fire Clayton Waddle (D) Santos (Ramos (D) Miguel Raminer (D) Treasurer's office and Marchandise area Fire Setts (Demoit) Fire Setts (Demoit Setts (Demoit) Setting all radios for use during the Ball in the security area (Pearl Room 4) Fire Setts (Demoit Setts (Demoit) Setts all radios for use during the Ball in the security area (Pearl Room 4) Fire Setts (Demoit Setts (Demoit) Setts (Demoit Setts (Demoit Setts (Demoit) Setts (Demoit Setts (D		NO COMPLIMENTARY HOTEL PARKING		
Retrieve push-carts from Pearl storage Distribute feats to each floor for setup and tens 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 private area setup - 1st floor and 2nd floor Measure and place tape markers for private area setup - 1st floor and 2nd floor Fin Clayton Waddle (D) Santos Ramos (D) Santos Ramos (D) Setup Measure and place tape markers for reserved table areas - 2nd floor Treasurer Setup Setup Treasurer's office and Merchandise area Fin Gest Blomen (D) Treasurers office will be bested on Skybridge 2.00 PM Treasurer Setup Setup the merchandise to be sold Fin Lyon Burninger (DI) **** Mijouel Raminez to leave at 3:30 to assist Bell Sound **** Mijouel Raminez to leave at 3:30 to assist Bell Sound **** Mijouel Raminez to leave at 3:30 to assist Bell Sound Setup all radios for use during the Ball in the security area (Pearl Room 4) Setup all radios for use during the Ball in the security area (Pearl Room 4) Setup all radios for use during the Ball in the security area (Pearl Room 4) Setup all radios for use during the Ball in the security area (Pearl Room 4) Setup all radios for use during the Ball in the security area (Pearl Room 4) Setup are direction from loseph Earl and Mike the Fin Clayton Waddle (D) Miles that the Miles of the Miles the Mi				
Distribute tiems to each floor for setup and items to the Silent Auction Once activities are complete return public acts to Pear Actor and Parker Fable 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 Measure and place tape markers for reserved table areas - 2nd floor Measure and place tape markers for reserved table areas - 2nd floor Meguel Ramirez (D) Meguel Ramirez (D) Freasurer Setup Setup Treasurer's office and Merchandise area Fri Sort Obsar (D) Treasurer soffice will be located on Skyleridge 2:00 PM Treasurer soffice will be located on Skyleridge 2:00 PM Treasurer soffice will be located on Skyleridge 2:00 PM Treasurer soffice will be located on Skyleridge 3:00 PM Merchandise Setup Setup the merchandise to be sold 5:00 PM Merchandise Setup 5:00 PM Merchandise Setup 5:00 PM Merchandise Setup 5:00 PM Merchandise Setup 6:00 PM Merchandise Setup 6:00 PM Merchandise Setup 7:00 PM Merchandise Setup and radios for use during the Ball in the security area (Pearl Room 4) 7:00 PM Merchandise Setup 7:00 PM Merchandise Setup Setup and Merchandise to be sold 7:00 PM Merchandise Setup Setup and Setup per the diagram 7:00 PM Merchandise Setup Setup per the diagram 7:00 PM Merchandise Setup Setup per direction from Joseph Earl and Mike Ibe 7:00 PM Merchandise Setup Set	Truck Unload			, , ,
Once activites are complete return push oarts 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 Messure and place tape markers for reserved table areas - 2nd floor Messure and place tape markers for reserved table areas - 2nd floor Messure and place tape markers for reserved table areas - 2nd floor Messure and place tape markers for reserved table areas - 2nd floor Treasurers office will be located on Stybridge Setup Treasurers office will be located on Stybridge Treasurer office will be located on Stybridge Treasurer office will be located on Stybridge Setup the merchandise to be sold Merchandise Setup Setup the merchandise to be sold *** Miguel Ramirez to leave at 3:30 to assist Bell Sound *** Miguel Ramirez to leave			1:30 PM	ALL D's and M's
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 Measure and place tape markers for reserved table areas - 2nd floor Fri Measurer Setup Setup Treasurer's office will be located on Skybridge 2:00 PM Treasurer Setup Setup the merchandise area Treasurer Setup Setup the merchandise to be sold Fri Sun Barringer (DE) **** Miguel Ramirez to leave at 3:30 to assist Bell Sound Setup all radios for use during the Ball in the security area (Pearl Room 4) Setup all radios for use during the Ball in the security area (Pearl Room 4) Setup per merchandise to be sold Fri Sonn Barringer (DE) **** Miguel Ramirez to leave at 3:30 to assist Bell Sound Setup all radios for use during the Ball in the security area (Pearl Room 4) Setup per merchandise to be sold Fri Sonn Barringer (DE) **** Miguel Ramirez to leave at 3:30 to assist Bell Sound Setup per merchandise to be sold Fri Sonn Barringer (DE) **** Miguel Ramirez to leave at 3:30 to assist Bell Sound Setup per direction from loseph Earl and Mike the Setup per direction from loseph Earl and Mike the Setup per direction from loseph Earl and Mike the Sonn Stemporalities setup Sonn Stemporalities setup Sonn Stemporalities setup Mike the (M) Mike the (M) Mike the (M) Mike the (M) Mike the (DE) Mike setup (
Measure and place tape markers for reserved table areas - 2nd floor Maguel Ramirez (D)		Once activites are complete return push carts to Pearl storage		
Measure and place tape markers for reserved table areas - 2nd floor Maguel Ramirez (D)				
Ireasurer Setup Setup Treasurer's office and Merchandise area Fri Scott Cloru (D) Treasurer's office will be located on Skybridge 2.00 PM Curtis Guilks (DE) Stephen Giles (D) St	Private Table Measurements			
Ireasurer's office and Merchandise area Fri Scott Ulson (D) Treasurer's office and Merchandise area Fri Scott Ulson (D) Treasurer's office will be located on Skybridge 2:00 PM Errie Schmatzried (D) Errie Schmatzried (D) Stephen Giles (D) Merchandise Setup Setup the merchandise to be sold *** Miguel Raminez to leave at 3:30 to assist Bell Sound Setup all radios for use during the Ball in the security area (Pearl Room 4) Setup all radios for use during the Ball in the security area (Pearl Room 4) Setup all radios for use during the Ball in the security area (Pearl Room 4) Fri John Brandon (D) Setup all radios for use during the Ball in the security area (Pearl Room 4) Fri John Brandon (D) Setup all radios for use during the Ball in the security area (Pearl Room 4) Fri John Brandon (D) Setup user of critical setup Verify table setup per the diagram Fri Joseph Earl (D) Setup per direction from Joseph Earl and Mike Ibe 2:00 PM Mike Ibe (M) Mr. Grif - Art setup Mr. Alcohol setup Mr. Alcohol setup Mr. Mr. Alcohol setup Mr. Mr. Grif Baskes & Collectibus setup Mr. Hort Stuf & Visually Stimulating setup Mr. Grif Baskes & Collectibus setup Mr. Bretorious se		Measure and place tape markers for reserved table areas - 2nd floor	1:30 PM	
Treasurers office will be located on Skybridge Curtis Solitic (DF) Stephen Giles (D) Stephen Giles (D) Merchandise Setup Setup the merchandise to be sold *** Miguel Raminez to leave at 3:30 to assist Bell Sound Setup all radios for use during the Ball in the security area (Pearl Room 4) Setup all radios for use during the Ball in the security area (Pearl Room 4) Fri John Brandon (D) Setup all radios for use during the Ball in the security area (Pearl Room 4) Fri John Brandon (D) Sen Rutter (D) Sen Rutter (D) Selve per direction from loseph Earl and Mike Ibe 2:00 PM Mike Ibe (M) M. Grid - Art setup M. Soprts Memorabilia setup M. Soprts Memorabilia setup M. Acordo lasetup M. Movies & Music Memorabilia setup M. Grid Selves & Collectibles setup M. Grid Selves & Collectibles setup M. Hetertonics setup M. Hetertonics setup M. Estaurants, Hotels, Golf, and Sporting Goods setup M. Silent Auction Signs setup Selves August (M) M. Will M. Silent Auction Signs setup M. Silent Auction Signs setup Selves August (M) Miscolm Merriman (M)				Miguel Ramirez (D)
Treasurers office will be located on Skybridge Curtis Solitic (DF) Stephen Giles (D) Stephen Giles (D) Merchandise Setup Setup the merchandise to be sold *** Miguel Raminez to leave at 3:30 to assist Bell Sound Setup all radios for use during the Ball in the security area (Pearl Room 4) Setup all radios for use during the Ball in the security area (Pearl Room 4) Fri John Brandon (D) Setup all radios for use during the Ball in the security area (Pearl Room 4) Fri John Brandon (D) Sen Rutter (D) Sen Rutter (D) Selve per direction from loseph Earl and Mike Ibe 2:00 PM Mike Ibe (M) M. Grid - Art setup M. Soprts Memorabilia setup M. Soprts Memorabilia setup M. Acordo lasetup M. Movies & Music Memorabilia setup M. Grid Selves & Collectibles setup M. Grid Selves & Collectibles setup M. Hetertonics setup M. Hetertonics setup M. Estaurants, Hotels, Golf, and Sporting Goods setup M. Silent Auction Signs setup Selves August (M) M. Will M. Silent Auction Signs setup M. Silent Auction Signs setup Selves August (M) Miscolm Merriman (M)	To a constant		E.	Cool Olere (D)
Curtis Guilick (DE) Setup the merchandise to be sold *** Miguel Ramirez to leave at 3:30 to assist Bell Sound *** Miguel Ramirez to leave at 3:30 to assist Bell Sound *** Miguel Ramirez to leave at 3:30 to assist Bell Sound *** Miguel Ramirez to leave at 3:30 to assist Bell Sound *** Miguel Ramirez (DE) *** Setup all radios for use during the Ball in the security area (Pearl Room 4) *** Pearl Miguel Ramirez (DE) *** Setup per the diagram *** Setup per direction from Joseph Earl and Mike Ibe *** Setup per direction from Joseph Earl and Mike Ibe *** Miguel Ramirez (DE) *** Miguel	Treasurer Setup	, and the second		
Merchandise Setup Setup the merchandise to be sold *** Miguel Ramirez to leave at 3:30 to assist Bell Sound 2:00 PM Im Kiety (M) Miguel Ramirez to leave at 3:30 to assist Bell Sound 2:00 PM Im Kiety (M) Miguel Ramirez (D) Bri John Brandon (D) Jerry Jones (D) Ben Rutter (D) Setup per direction from Joseph Earl and Mike Ibe M: Sports Memorabilia setup M: Sorts Memorabilia setup M: Alcohol setup M: Alcohol setup M: Gift Baskets & Collectibles setup M: Hot Sid & Wissally Stimulating setup M: Gift Baskets & Collectibles setup M: Flectronics setup M: Electronics setup M: Read Pull setup M: Rand M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup M: Signants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup M: Setup Ber (M) M: Wine Pull setup M: Rand Auction Signs setup M: Belactronics setup M: Read Pull setup M: Read Pull setup Jernains Setup M: Belactronics setup M: Read Pull setup M: Read Pull setup Jernains Smith (M) M: Wine Pull setup Jernaine Smith (M) M: Setup Rand Read (D) And Charlie Auction Signs setup M: Gidle Mendez (M) Heator Strada (M) Heator Strada (M) Miscolim Merrinan (M)		Treasurers office will be located on Skybridge	2:00 PM	
Merchandise Setup Setup the merchandise to be sold **** Miguel Ramine* to leave at 3:30 to assist Bell Sound Setup Agricular adios for use during the Ball in the security area (Pearl Room 4) Endison Setup Setup all radios for use during the Ball in the security area (Pearl Room 4) Endison Setup Setup all radios for use during the Ball in the security area (Pearl Room 4) 2::00 PM Entry Jones (D) Ben Rutter (D) Sens putter (D) Sens perfure the diagram Fri Joseph Earl (D) Setup per direction from Joseph Earl and Mike the Setup per direction from Joseph Earl and Mike the W. Grid - Art setup M. Sports Memorabilia setup M. Sports Memorabilia setup M. Helchol setup M. Helchol setup M. Hels Sakets & Collectibles setup M. Hot Suf & Visually Stimulating setup M. Helt Suf & Visually Stimulating setup M. Helt Suf & Visually Stimulating setup M. Restaurants, Hotels, Golf, and Sporting Goods setup M. Restaurants, Hotels, Golf, and Sporting Goods setup M. Silent Auction Signs setup M. Silent Auction Mike Medical (M) M. Helchor Strada (M) Helchor Strada (M) Helchor Strada (M) Malcolm Medichim Merriman (M) Mike Inches Michael Medical Med				
*** Miguel Ramirez to leave at 3:30 to assist Bell Sound 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) Ben Rutter (D) Setup per direction from Joseph Earl and Mike Ibe Setup per direction from Joseph Earl and Mike Ibe Setup per direction from Joseph Earl and Mike Ibe Setup per direction from Joseph Earl and Mike Ibe M: Grid - Art setup M: Sports Memorabilia setup M: Movies & Music Memorabilia setup M: Mist Baskets & Collectibles setup M: Mist Baskets & Collectibles setup M: Hot Stuf & Visually Stimulating setup M: Electronics setup M: Electronics setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Silent Auction Signs setup And Silent Auction Signs setup M: Silent Auction Signs setup And Si				Stephen Giles (D)
*** Miguel Ramirez to leave at 3:30 to assist Bell Sound 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) Ben Rutter (D) Setup per direction from Joseph Earl and Mike Ibe Setup per direction from Joseph Earl and Mike Ibe Setup per direction from Joseph Earl and Mike Ibe Setup per direction from Joseph Earl and Mike Ibe M: Grid - Art setup M: Sports Memorabilia setup M: Movies & Music Memorabilia setup M: Mist Baskets & Collectibles setup M: Mist Baskets & Collectibles setup M: Hot Stuf & Visually Stimulating setup M: Electronics setup M: Electronics setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Silent Auction Signs setup And Silent Auction Signs setup M: Silent Auction Signs setup And Si				
*** Miguel Ramirez to leave at 3:30 to assist Bell Sound 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) Ben Rutter (D) Setup per direction from Joseph Earl and Mike Ibe Setup per direction from Joseph Earl and Mike Ibe Setup per direction from Joseph Earl and Mike Ibe Setup per direction from Joseph Earl and Mike Ibe M: Grid - Art setup M: Sports Memorabilia setup M: Movies & Music Memorabilia setup M: Mist Baskets & Collectibles setup M: Mist Baskets & Collectibles setup M: Hot Stuf & Visually Stimulating setup M: Electronics setup M: Electronics setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Silent Auction Signs setup And Silent Auction Signs setup M: Silent Auction Signs setup And Si	Marchandica Catun	Catura the may should see to be cold	Cri	Lynn Parringer (DE)
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) Ben Rutter (D) Werify table setup per the diagram Setup per direction from Joseph Earl and Mike Ibe Mi. Grid - Art setup Mi. Sports Memorabilia setup Mi. Sports Memorabilia setup Mi. Movies & Music Memorabilia setup Mi. Movies & Music Memorabilia setup Mi. Hot Stuf & Visually Stimulating setup Mi. Hot Stuf & Visually Stimulating setup Mi. Electronics setup Mi. Electronics setup Mi. Electronics setup Mi. Restaurants, Hotels, Golf, and Sporting Goods setup Mi. Restaurants, Hotels, Golf, and Sporting Goods setup Mi. Williams (D) Mi. Sports Memorabilia setup Analysis of the Stuff & Visually Stimulating (D) Mi. Hot Stuf & Visually Stimulating setup Mi. Card Pull setup Mi. Electronics setup Analysis of the Stuff & Visually Stimulating (D) Mi. Restaurants, Hotels, Golf, and Sporting Goods setup Mi. Mi. Restaurants, Hotels, Golf, and Sporting Goods setup Mi. Silent Auction Signs setup Tom Hauser (M) Mi. Silent Auction Signs setup **Ryan Richard** **Ryan Richard** to leave at 3:30 to assist Bell Sound **Ryan Richard** Alacolim Merriman (M) Miccolim Merriman (M) Miscolim Merriman (M)	Merchandise Setup	Setup the merchanists to be soil		
Radio Setup Setup all radios for use during the Ball in the security area (Pearl Room 4) 2:00 PM Jerry Jones (D) Ben Rotter (D) Silent Auction Setup Verify table setup per the diagram Setup per direction from Joseph Earl and Mike Ibe Setup per direction from Joseph Earl and Mike Ibe 2:00 PM Mike Ibe (M) M: Grid - Art setup M: Sports Memorabilia setup M: Alcohol setup M: Alcohol setup M: Alcohol setup M: Grif - Art setup M: Movies & Music Memorabilia setup M: Movies & Music Memorabilia setup M: Grif Baskets & Collectibles setup M: Hot Stuf & Visually Stimulating setup M: Electronics setup M: Electronics setup M: Card Pull setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Silent Auction Signs setup M: Card Pull setup M: Alcohol setup M: Alcohol setup M: Grafia Argumaniz (M) M: Silent Auction Signs setup Houston Morris (M) Joval Eblen (M) Charlie Argumaniz (M) Mikael Lindstrom (M) Mikael Lindstrom (M) Mikael Lindstrom (M)		Wiguel Kamirez to leave at 3:30 to assist Bell Sound	2.00 PIVI	
Silent Auction Setup Verify table setup per the diagram Fri Ioseph Earl (D)	Padio Sotup	Setup all radios for use during the Pall in the security area (Pearl Pearl	Eri	
Silent Auction Setup Verify table setup per the diagram Setup per direction from Joseph Earl and Mike Ibe Setup per direction from Joseph Earl and Mike Ibe Setup per direction from Joseph Earl and Mike Ibe M: Grid - Art setup M: Sports Memorabilia setup M: Sports Memorabilia setup M: Alcohol setup John Islitot (D) M: Alcohol setup John Islitot (D) M: Rob West (D) M: Grift Baskets & Collectibles setup M: Grift Baskets & Collectibles setup M: Hot Stuf & Visually Stimulating setup M: Electronics setup M: Electronics setup M: Card Pull setup M: Card Pull setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup M: Wine Pull setup M: Silent Auction Signs setup Jermaine Smith (M) M: Silent Auction Signs setup Eddie Mendez (M) M: Silent Auction Signs setup Users M: Ryan Richard to leave at 3:30 to assist Bell Sound Mike Iber (D) Michael Ryan Richard (M) Michael Hector Estrada (M) Michael Hector Estrada (M) Michael Lindstrom (M)	Naulo Setup	secup an radios for use during the barring the security area (real nount 4)		
Verify table setup per the diagram Setup per direction from Joseph Earl and Mike Ibe Setup per direction from Joseph Earl and Mike Ibe M: Grid - Art setup M: Grid - Art setup M: Alcohol setup M: Alcohol setup M: Movies & Music Memorabilia setup M: Movies & Music Memorabilia setup M: Movies & Music Memorabilia setup M: Hot Stuf & Visually Stimulating setup M: Hot Stuf & Visually Stimulating setup M: Electronics setup M: Electronics setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup M: Silent Auction Signs setup M: Mikel Lindstrom (M) M: Mikel Mender (M) Mikel Mector Estrada (M) Mikel Lindstrom (M)			2.001101	
Setup per direction from Joseph Earl and Mike Ibe M: Grid - Art setup Diff - Art setup M: Sports Memorabilia setup M: Sports Memorabilia setup M: Alcohol setup M: Movies & Music Memorabilia setup M: Grif Baskets & Collectibles setup M: Grif Baskets & Collectibles setup M: Hot Stuf & Visually Stimulating setup M: Electronics setup M: Card Pull setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup M: Silent Auction Signs setup M: Silent Auction Signs setup M: Slent Auction Signs setup M: Slent Auction Signs setup M: Miscand Collection Signs setup M: Slent Auction Signs setup M: Slent Auction Signs setup M: Slent Auction Signs setup M: Miscand Collection Signs setup M: Slent Auction Signs Setup M: Slent Aucti				Den Ratter (D)
Setup per direction from Joseph Earl and Mike Ibe M: Grid - Art setup Diff - Art setup M: Sports Memorabilia setup M: Sports Memorabilia setup M: Alcohol setup M: Movies & Music Memorabilia setup M: Grif Baskets & Collectibles setup M: Grif Baskets & Collectibles setup M: Hot Stuf & Visually Stimulating setup M: Electronics setup M: Card Pull setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup M: Silent Auction Signs setup M: Silent Auction Signs setup M: Slent Auction Signs setup M: Slent Auction Signs setup M: Miscand Collection Signs setup M: Slent Auction Signs setup M: Slent Auction Signs setup M: Slent Auction Signs setup M: Miscand Collection Signs setup M: Slent Auction Signs Setup M: Slent Aucti	Silent Auction Setup	Verify table setup per the diagram	Fri	Joseph Earl (D)
M: Grid - Art setup M: Grid - Art setup M: Sports Memorabilia setup M: Alcohol setup M: Alcohol setup M: Movies & Music Memorabilia setup M: Movies & Music Memorabilia setup M: Movies & Music Memorabilia setup M: Grift Baskets & Collectibles setup M: Grift Baskets & Collectibles setup M: Hot Stuf & Visually Stimulating setup M: Electronics setup M: Card Pull setup M: Card Pull setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup M: Silent Auction Signs setup M: Houston Morris (M) M: Wine Pull setup M: Grift Auction Signs setup M: Silent Auction Signs setup M: Grift Auction Signs setup M: Grift Auction Signs setup M: Filent Auction	Jane 11 de de la constant de la cons			
M: Sports Memorabilia setup M: Alcohol setup M: Movies & Music Memorabilia setup M: Gift Baskets & Collectibles setup M: Hot Stuf & Visually Stimulating setup M: Electronics setup M: Card Pull setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup M: Silent Auction Signs setup M: Houston Movris (M) M: Wine Pull setup M: Silent Auction Signs setup M: Houston Movris (M) M: Wine Pull setup M: Wine Pull setup M: Silent Auction Signs setup M: Houston Movris (M) M: Wine Pull setup M: Houston Movris (M) M: Wine Pull setup M: Wine Pull setup M: Houston Movris (M) M: Wine Pull setup M: Wine Pull setup M: Houston Movris (M) M: Wine Pull setup M: Wine Pull setu				
M: Alcohol setup M: Movies & Music Memorabilia setup Rob West (D) M: Gift Baskets & Collectibles setup M: Gift Baskets & Collectibles setup M: Hot Stuf & Visually Stimulating setup M: Electronics setup M: Electronics setup M: Card Pull setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wime Pull setup M: Wime Pull setup M: Silent Auction Signs setup M: Silent Auction Signs setup M: Wime Pull setup M: Silent Auction Signs setup M: Alcohol Signs setup M: Wime Pull setup M: Silent Auction Signs setup M: Alcohol Signs setup M: Alcohol Signs setup M: Alcohol Signs setup M: Alcohol Signs setup Mischard to leave at 3:30 to assist Bell Sound Mischard Signs Setup Misch				
M: Movies & Music Memorabilia setup M: Gift Baskets & Collectibles setup M: Hot Stuf & Visually Stimulating setup M: Electronics setup M: Electronics setup M: Card Pull setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup M: Silent Auction Signs setup M: Silent Auction Signs setup *** Ryan Richard to leave at 3:30 to assist Bell Sound M: Wine Pull setup M: Silent Auction Signs setup M: Silent Auction Signs setup M: Silent Auction Signs setup M: Wine Pull setup M: Silent Auction Signs setup M: Silent Auction Signs setup M: Eddie Mendez (M) M: Wine Pull setup M: Silent Auction Signs setup M: Silent Auction Signs setup M: Eddie Mendez (M) M: Wine Pull setup M: Silent Auction Signs setup M: Silent Auction Signs setup M: Eddie Mendez (M) M: Wine Pull setup M: Silent Auction Signs setup M: Silent Auction Si				
M: Gift Baskets & Collectibles setup M: Hot Stuf & Visually Stimulating setup Graham Keefe (DE) M: Electronics setup Dale Schlachter (DE) M: Card Pull setup Pascual Edmiston (DE) M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup M: Silent Auction Signs setup Tom Hauser (M) M: Silent Auction Signs setup Jermaine Smith (M) *** Ryan Richard to leave at 3:30 to assist Bell Sound Houston Morris (M) Joval Eblen (M) Hector Estrada (M) Hector Estrada (M) Malcolm Merriman (M) Mikael Lindstrom (M)		·		
M: Hot Stuf & Visually Stimulating setup M: Electronics setup M: Card Pull setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup M: Silent Auction Signs setup M: Silent Auction Signs setup M: Wine Pull setup M: Silent Auction Signs setup M: Silent Auction Signs setup M: Wine Pull setup M: Silent Auction Signs setup M: Silent Auction Signs setup M: Wine Pull setup M: Silent Auction Signs setup M: Eddie Mendez (M) M: Wine Pull setup M: Missel Lindstrom (M)		'		
M: Electronics setup M: Card Pull setup M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup M: Silent Auction Signs setup M: Wine Pull setup M: Silent Auction Signs setup M: Silent Auction Signs setup Eddie Mendez (M) Misale Mendez (M) Misale Auction Morris (M) Molcolm Merriman (M) Mikael Lindstrom (M) Mikael Lindstrom (M)		'		
M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup Tom Hauser (M) M: Silent Auction Signs setup Jermaine Smith (M) *** Ryan Richard to leave at 3:30 to assist Bell Sound *** Ryan Richard to leave at 3:30 to assist Bell Sound Charlie Argumaniz (M) Hector Estrada (M) Malcolm Merriman (M) Mikael Lindstrom (M)				
M: Restaurants, Hotels, Golf, and Sporting Goods setup M: Wine Pull setup Tom Hauser (M) M: Silent Auction Signs setup Jermaine Smith (M) *** Ryan Richard to leave at 3:30 to assist Bell Sound Houston Morris (M) Joval Eblen (M) Charlie Argumaniz (M) Hector Estrada (M) Malcolm Merriman (M) Mikael Lindstrom (M)		M: Card Pull setup		Pascual Edmiston (DE)
M: Wine Pull setup M: Silent Auction Signs setup Eddie Mendez (M) *** Ryan Richard to leave at 3:30 to assist Bell Sound *** Ryan Richard to leave at 3:30 to assist Bell Sound Charlie Argumaniz (M) Hector Estrada (M) Malcolm Merriman (M) Mikael Lindstrom (M)				Ryan Richard (M)
Eddie Mendez (M) *** Ryan Richard to leave at 3:30 to assist Bell Sound Houston Morris (M) Joval Eblen (M) Charlie Argumaniz (M) Hector Estrada (M) Malcolm Merriman (M) Mikael Lindstrom (M)		M: Wine Pull setup		Tom Hauser (M)
*** Ryan Richard to leave at 3:30 to assist Bell Sound Houston Morris (M) Joval Eblen (M) Charlie Argumaniz (M) Hector Estrada (M) Malcolm Merriman (M) Mikael Lindstrom (M)		M: Silent Auction Signs setup		` '
Joval Eblen (M) Charlie Argumaniz (M) Hector Estrada (M) Malcolm Merriman (M) Mikael Lindstrom (M)				
Charlie Argumaniz (M) Hector Estrada (M) Malcolm Merriman (M) Mikael Lindstrom (M)		*** Ryan Richard to leave at 3:30 to assist Bell Sound		
Hector Estrada (M) Malcolm Merriman (M) Mikael Lindstrom (M)				
Malcolm Merriman (M) Mikael Lindstrom (M)				
Mikael Lindstrom (M)				
Raju Datla (M)				
				Raju Datla (M)

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	Setup 3' pipe & drape for the five \$1,500 Private Entertainment Areas on the West side of Dallas (1st Floor)	Fri	Bill Woolfolk (D)
1st Floor/Dallas Ballroom	Setup 3' pipe & drape for the eight \$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)
			Kurt Knebel (M)
2nd Floor/Lonestar Ballroom	Setup 3' pipe & drape in Lonestar Ballroom (2nd Floor) for Private Entertainment Tables, seven Private Ent Areas		Matt Harrison (M)
	Setup 3' pipe & drape in Lonestar Ballroom (2nd Floor) for Photos		Raynold Mason Jr. (M)
	Setup 3' pipe & drape in Lonestar Preconvenne for Reserved Seating, and Escalators		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)
	Repeatmix (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	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)
	=	ı	J

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	Clayton Waddle (D)
		to 6:00 PM	Roy Whitfell (DE)
Friday Night Party	Dinner Buffett starts at 7:30 PM	Fri	Patrick Walters (D)
		7:00 PM	All D's, DE's, and M's with SO's
	BEFORE BEING RELEASED - YOU MUST CHECK-OUT WITH FLOOR CAPTAIN		Peer event only
Faider: Night Chamster Dent.	Shouther is heating a various party in the Dueft force 40.00 yr.	F:	EVEDVONE IC MELCONAE
Friday Night Sheraton Party	Sheraton is hosting a welcome party in the Draft from 10:00pm-1:00am	Fri	EVERYONE IS WELCOME
	This is a Charatan party and all quests are unlearned	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)
That y regite binner cleanup	Bar closes at 10:00 PM	11:00 PM	Tatrick Waiters (b)
	Happy Hour will be going on at Draft Sports Bar in the Sheraton	11.001111	
	The property of the state of th		
	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	Mike Ibe (M)
			Chris Williams (D)
	If assigned team members are not needed with SA setup		John Elliot (D)
	please have them report to Robbie Robinson or Bill Woolfolk to help with Pipe and Drape		John Jakubowske (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	Tom Hauser (M)
centerpiece Setup	Trace centerpreces on reserved vir Tables	8:00 AM	Charlie Argumaniz (M)
		0.00 AIVI	Charlie Algamaniz (W)
A/V Setup	Directors Brunch - Houston Ballroom - 3rd Floor Convention Center Side	Sat	Michael Murray (D)
,	A/V setup	8:00 AM	Steve Howard (D)
	***Steve Howard to move from signs to Houston Ballroom for Brunch setup - when needed		
Treasurer Setup	Finish setup of Treasurer's office and Merchandise area	Sat	Scott Olson (D)
		8:00 AM	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	Sat	Lynn Barringer (DE)
	DMS Merch Sale & Gift Certs - 4 chairs behind counter area	8:00 AM	Tim Kiely (M)
	Pens / CC Machines / Paper Rolls / Donation Receipts		Miguel Ramirez (D)

Area	Task	Day/Time	Team Members
Radio Setup	Finish setup of all radios for use during the Ball in Pearl Room 4 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 (except 3rd floor) 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 &	Will Call setup - 2 table/4 chairs - 2nd Floor Hotel Side - Refer to diagram	Sat	Kelechi Nwaeke (D)
Band Room Setup	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) - Food Catered Jimmy Johns - Arriving at 2:00 pm		
	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 - Already placed		Ashantis Houston (M)
	Get chips, drinks, etc ftom 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 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)
	*** Steve Howard to move to Brunch Setup in Houston Ballroom when needed		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)
			, , ,

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)
, , , , , , , , , , , , , , , , , , , ,	April 1 and		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	Directors Brunch - Houston Ballroom - 3rd Floor Convention Center	Sat	Jim Schultz (D)
Directors Brunch	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)	11.30 AIVI	Derrick Chance (D)
			Derrick Chance (D)
	There will be a private viewing of the silent auction for 1 hour after the brunch		ALL DOVID DAMS
	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)
		10 0100 1 111	Richard Whitman (D)
			Theriara vinitinan (5)
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)		

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 - store trays in refrigerator until 4pm	4:00 PM	
	Anon cottle details - may need to go get trays if delivery running behind - store trays in reinigerator until 4pm	4.001101	
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)
rictures	Bring your gift(s) down with you	5:45 PM	EVERYONE
	Boutonnieres and ribbons will be pinned on all DMS personnel (Men's Wearhouse)	3.43 FIVI	Directors
	Directors & Director Emeritus need to have their polished goblets for pictures Mass Mass have will be in the Polished 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 Christian Bowers for picture order and direction - Pictures will be taken on time.		SO's
Valuation Flam Control Club			(6)
Volunteer Floor Captain Shifts	Work with volunteers on designated floor to ensure volunteers are in place and have all	Sat	Kelechi Nwaeke (D)
Shift 1	necessary items for each station	6:30 PM	
		to	First Floor
		7:30 PM	Dan Goldman (M)
		1	Second Floor
			Jermaine Smith (M)
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 are in position and on post by 7:00PM		Ben Rutter (D)
	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)
Circ cara ce ana casino	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)
	Malcom Merriman, Glen Austin, Brent Moore to assist with Casino during the ball	7.001101	Malcom Merriman (M) - assist during Ball
	Malcon Merminar, der Addar, Den Mode to assist war easing daring the ban		Glen Austin (M) - assist during Ball
			Brent Moore (M) - assist during Ball
			Brent Woore (W) - 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	Work with volunteers on designated floor to ensure volunteers are in place and have all	Sat	Kelechi Nwaeke (D)
Shift 2	necessary items for each station	7:00 PM	
		to	First Floor
		9:00 PM	Ashantis Houston (M)
			Second Floor
			Kevin Kemp (M)

Area	Task	Day/Time	Team Members
Volunteer Floor Captain Shifts	Work with volunteers on designated floor to ensure volunteers are in place and have all	Sat	Kelechi Nwaeke (D)
Shift 3	necessary items for each station	8:30 PM	
	·	to	First Floor
		10:30 PM	Jamaal Aiello (M)
			Second Floor
			Raynold Mason, Jr. (M)
			, , , ,
Volunteer Floor Captain Shifts	Work with volunteers on designated floor to ensure volunteers are in place and have all	Sat	Kelechi Nwaeke (D)
Shift 4	necessary items for each station	10:00 PM	,
	·	to	First Floor
		12:00 AM	Jermaine Smith (M)
			Second Floor
			Enrique Gonzalez (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)
Raffle Shutdown	Raffle break down.	Sat	Stephen Witherington (D)
	Report to Stephen Witherington at the Casino	11:30 PM	Malcom Merriman (M)
			Glen Austin (M)
			Brent Moore (M)
Casino Shutdown	Elite Casino Events shuts down Casino	Sat	Elite Casino
		11:30 PM	
	SUNDAY TASKS		
Toy Sorting and Loading	Assist in the organizing of the toys sorted by the volunteers and load them on the trucks	Sun	Tim Harrelson (D)
		7:00 AM	Keith Thomas, Sr (D)
			Michael Murray (D)
			Steve Howard (D)
			Miguel Ramirez (D)
			Richard Whitman (D)
			Kent Montee (D)
	After your other assigned task(s) is/are complete help out here		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	Sun	Clayton Waddle (D)
	Margarita station, invite boxes, donation boxes, signs, all outlet strips, extension cords, etc	8:30 AM	Aaron Cottle (D)
	Help with Silent Auction cleanup if needed		Roy Whitfill (DE) Teardown Only
			,
			•

Area	Task	Day/Time	Team Members
Invitations	Collect the invitation stubs from the invite boxes	Sun	John Brandon (D)
	Move invitation boxes to go on AVSD trucks - loading dock - make sure it's the truck going to the warehouse	8:30 AM	Tom Hauser (M)
			Charlie Argumaniz (M)
	HIGHLIGHTED - ONCE DONE MOVE TO BREAK DOWN VIP TABLE DECORATIONS		Ben Rutter (D)
	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	Kelechi Nwaeke (D)
		8:30 AM	Ashantis Houston (M)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT	to	
		9:30 AM	
Treasurer Cleanup	Cleanup Treasurer's office	Sun	Scott Olson (D)
Т	Pick up and deliver to loading dock (donation boxes) to go on AVSD truck back to warehouse	8:30 AM	Ernie Schmalzried (D)
	, - g		Stephen Giles (D)
			Brent Moore (M)
			Di ente moore (m)
Merchandise Cleanup	Pack up all remaining merchandise	Sun	Lynn Barringer (DE)
ivier chandise cleanup	Once done move to Toy Sort or Silent Auction	8:30 AM	Tim Kiely (M)
	Once done move to roy sort or shell Auction	0.30 AIVI	Matt Harrison (M)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT		IVIALL FIATTISOTI (IVI)
	ONCE DONE MOVE TO SILENT AUCTION ON TOT SONT		
Silent Auction Cleanup	Clean up and store Silent Auction items	Sun	Joseph Earl (D)
Silent Auction Cleanup	Clean up and store shert Auction items	8:30 AM	John Jakubowske (M)
		8:30 AIVI	Graham Keefe (D)
			Mike Ibe (M)
			Pascual Meyer (DE)
			Mike Hsu (D)
			John Elliott (D)
			Parker Edmiston (D)
			Rob West (D)
			Charlie Argumaniz (M)
			Malcolm Merriman (M)
			Eddie Mendez (M)
			Fred Hernandez (M)
			Joval Eblen III (M)
			Houston Morris (M)
			Ryan Richard (M)
Margarita Stations Cleanup	Return remaing cups, and DMS materials to the 1st floor loading dock	Sun	Rich Whitman (D)
		8:30 AM	Mikael Lindstrom (M)
	HIGHLIGHTED - ONCE DONE MOVE TO PIPE AND DRAPE		Tom Thornton (M)

Area	Task	Day/Time	Team Members
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)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT		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)
	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		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)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT		Eddie Mendez (M)
			Justin Ward (M)
			Tom Thornton (M)
			Mikael Lindstrom (M)
			Winder Emastrom (W)
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 (D)
	ONCE DONE MOVE TO SILENT AUCTION OR TOY SORT		
Bell Sound Clean Up	Assist Bell Sound with Clean-up (2nd Floor Pre-Convene)	Sun	Hector Estrada (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	Clayton Waddle (D)
		ALL DAY	EVERYONE
Leader Made at a Section	A state to all the control of the DMC to the control of the contro		15 c C to 16 (D)
Loading/Unloading Box Trucks	Assist loading any straggling DMS items on to appropriate box trucks.	Sun	Jim Schultz (D)
	Need 4 volunteers toreturn 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)
DI . T. I	Florida Control		Justin Ward (M)
Blue Text	Floor Captain		
Red Text	Person assigned to special assignment		
Blue Hightlight	Director/Director Emeritus in Charge of Team/Task		
siue Hightlight	Director/Director Emeritus in Charge of Team/Task		

Person shadowing to take over

DE Duties

Orange Highlight Yellow Hightlight