

# Band Showcase Check List

Contribution/Job	Number of people or items needed	VOLUNTEERS
Set Date and Check Availability of Stadium	Marilynn Mitchell and Board	Must be done in June or July prior to the school year starting
Obtain Permit for Stadium Use	1 person	Myron Sheklian
Place Event on Agenda and coordinate	1 person	Marilynn Mitchell
Prepare, maintain, distribute Sign-up list of duties	1 person	Marilyn Gong
Arrange for Security - Youth Development Officer	1 person	Myron Sheklian (Contact Supt's office and/or Area Supt's office)
Arrange for BBQ to be delivered from GW	1 person	Myron Sheklian (Contact Supt's office and/or Area Supt's office)
Arrange for parking of Band Trailers at Stadium	1 person	Myron Sheklian (Contact Supt's office and/or Area Supt's office)
Develop and Print Program and Poster	1 person	Myron Sheklian (500 programs printed on school color of "first" band)
Publicity for Event	1 Person	Paul Hurley
Print Posters for Food Prices	1-2 Persons	Barbara & David Mayeda
Obtain tickets for entry point	1 person	Marilynn Mitchell
Coordinate with Smart & Final to Hold Items	2 Persons	Barbara Mayeda & Erik Anderson
Pick up Cold storage Items, charcoal, lighter fluid	1 Person	Erik Anderson (Deliver at 4:30 to Stadium)
Obtain cash box & necessary change for booth/f	1 Person	Marilyn Gong
Bring Ice Chests for drinks and food	3-4 Persons	Barbara Mayeda, Myron Sheklian, Marilyn Gong (Ice available in stand)
Donate and purchase/prepare or contribute \$	All Board Members	Items for Food sales are listed on Marilyn Gong's sheet
Deliver and Hang VEF Banners on fence	1 person	Myron Sheklian
Obtain/Supply BBQ tools, shovel, blower, pot hold	1 person	Myron Sheklian
Dinner and Dessert for workers	2 persons	Maureen Fisher and Marilyn Gong
Master of Ceremonies	2 persons	Laura Pace & Myron Sheklian
Ticket Sales/Gate	At least 3 persons	Cathy Hally, Susan Mathews, William Martin, Juan Lopez
Concessions	At Least 6 persons	Marilynn Mitchell, Marilyn Gong, Maureen Fisher, Barbara Mayeda, Kat Perch, Barbara Rayner, Debbie Sheklian, Paul Hurley, Pao-Lin Hurley
Cooks/BBQ	at least 4	Basil Perch, Todd Oto, John Crabtree, Bill Fulmer, Jim Qualls, Myron S
Large Trash Can Bags	????	Obtain from Bowl Custodian
Table Clothes, Scissors, Tape, Plastic Gloves		Marilynn Mitchell
Bowl Custodian to help with: Trash Cans Tables Help carry things into concession (dolly)	1 Person	Brian Andrew
Preliminary Cash Count	2-3 Persons	Marilnn Mitchell, Marilyn Gong, Myron Sheklian
Clean Up--Stadium & Concessions	All	All will help