Overview for Day of Reception

8:00  group 1 volunteers come
     check-in
     parking
     unload cars
     setup:
     folding tables
     sign-in sheets
     nametags
     assignment sheets on table
     cards to fill out
     pamphlets
     hang banner
     put signs on all tables
     fill balloons/tie to ribbons/weights
     tablecloths on tables
     squares on tables
     balloons on tables
     set up mics
     podiums
     set up video equipment
     test mics
     test video
     test lighting
     AC
     yearbooks out
     food volunteers with Jeff
     pictures being taken with digital
     pictures being taken with regular camera
     AM speakers present?
MCs present?
improvers present?
bagpipers present?

9:00/whenever done with setup
measuring upstairs

after meeting
train check-in people
doughnuts

9:45
send greeters outside
have check-in people in place
everyone for first session present?
those not having jobs to interest tables
mingle with guests

10:30 Incoming
bagpipers play/dancer
welcome/overview-katie stitt
formal welcome-john klockentager
improv performance
speaker-marisa kratochvil
lunch (students up/parents down)

11:15
question/answer

11:40
announce go to interest tables
peter announce downstairs

12:00
greeters back outside
lunch as arrive

12:45 Incoming
bagpipers play/dancer
welcome/overview-katie stitt
formal welcome-john klockentager
improv performance
speaker-marisa kratochvil

1:20
question/answer (students up/parents down)

1:45
announce go to interest tables
peter announce downstairs

2:15
greeters back outside
eat ice cream

2:45
speakers present? (Weber, JD, Gerrity, Hilary, Pat, Scotillo)
crystal badley present?

3:00 Prospectives
welcome/overview-katie/Marisa
formal welcome-klockentager/chris johnston
speaker-weber/hilary
speaker-jd/pat
speaker-gerrity/scotillo
improv/admission
admission/musical-crystal
musical/improv

4:15
question/answer (students up/parents down)

4:35
announce interest tables
peter announce downstairs
interest tables

5:00
kick people out
clean up

5:30

meet with Wallace/peter

OVER!!