

## MAY 11 - MOVIE NIGHT VOLUNTEER TASKS

**Steve** sets up projector & screen.

**John/Bob** pull shades & set up chairs/tables.

### **Shalise/Laela/Richard**

- In Kitchen, wash utensils.
- Set up Welcome Table, Laela review operation w/Bob.
- Cover the 3 square tables nearest the Kitchen door with white plastic table covers -- leaving the 4th table for the popcorn machine and 5<sup>th</sup> table empty.
- On the 2 tables closest to the Kitchen door, place 1 bottle of sanitizer, napkins, 20 water bottles and snacks, leaving the remaining tables for bags of popcorn, etc.
- Wipe down the 8' tables with vinegar/water spray and paper towels and cover the 8' tables with thin, white, plastic table covers. Add plates, napkins, spatulas and pizza cutters on tables for pizza.

**Sheri/John** prepare and at 4:15 start popping & bagging popcorn for early arrivers.

**Laela** at 4:30 – when doors open -- does name tags and encourages email sign ups.

*Everybody, as the evening proceeds, please replenish water, napkins and snacks.*

**Monique** welcomes those who've arrived by 4:45, then at 5:00 introduces program and tallies pizza orders with **Bob/Jean**.

**Steve** starts movies at 5:00 after pizza tally is completed.

**Bob/Jean** leave at 5:50 for 6:00 pickup while movie continues. While they're gone ..

**Sheri/Richard** place Coke, Coke Zero, 7Up, Diet 7Up + remaining water from fridge on square tables nearest the kitchen & distribute spatulas/pizza cutters somewhat evenly on 8' tables to accommodate 3 servers for 3 different pizzas.

**Bob** will have gotten pizza/drink orders from the several staff on duty that afternoon. He and Jean "sneak" the pizza into Kitchen upon return, where **John/Sheri** prepare & deliver those orders to the Front Desk .. while **Leala/Richard/Bob** quietly move the pizza boxes to the long tables and prepare to serve.

**Bob** will flick lights on when all is ready .. **Steve** will pause the movie .. **Monique** will announce, *"Pizza served! Please remember to start with two slices before returning for more. Thanks!"*

- **Sheri**, best to have left the popcorn machine heat on in case you decide to start more during Intermission.
- As Intermission ends, leave pizza and napkins on the serving tables for any who wish to take during second half.
- **Bob** will flick the lights when ready to resume movie.

**After the show** ..**Everybody**, let's remember to thank folks up close and personal for having attended.

## CLEAN UP

There will be a luggage cart in the corner of the room and a broom, mop and bucket with water in the service elevator area.

- **John/Bob** inventory how many of everything that is returned to the kitchen.
- **Sheri** - Clean popcorn machine.
- **Steve** pack AV equipment onto cart.
- **Bob** pack up mic system and remove cover of safety light on ceiling.
- Move unopened boxes to fridge where it will be taken to staff Break Room following day.
- Clean off everything from pizza tables returning all clean items to the kitchen.
- Save table covers if they are clean and fold in a reasonable manner.
- Save pizza boxes for composting.
- Put all tables and chairs away.
- First, sweep floor of party room and kitchen, then mop.
- **John/Bob** load up luggage cart with supplies and return to Supply Closet on 1P, then return luggage cart to Dock area.
- **Steve** replace trash bag w/spare one and take full one to outside bin by dock.
- **Steve** empty bag (Cans/bottles/pizza boxes) 1P or 2p recycle bins and return bag to its container (assuming there wasn't a spare).
- **Bob** get Security to open Office for return mic system + inform Maintenance that broom, dustpan, bucket and mop are waiting by 2<sup>nd</sup> floor service elevators.
- **Bob** take down 12 Happening Tonight Flyers – party room door, by hi and lo tower mail boxes, by Lobby hi and lo tower elevators, Lobby secured elevators, 1P service elevators (2), 1 P Laundry room, 1P Supply closet door, 2P service elevators (2).
- **Bob** take down enlarged flyer and easel in Lobby by Front Desk and return easel 1P Supply Closet.

**THANKS, SOCIAL COMMITTEE VOLUNTEERS!**