

Time	# Volunteers needed	Committee Member in Charge of	Description	Volunteers
7:00 am-8:00 am Set-Up (20)	2		Setup Lower Hall	
			Set Up Classrooms	
	2		Setup Upper Hall	
	2		Setup in Arbor Room	
	2		Setup Photo Op	
	1		Setup Message Board	
	1		Heart signs on road leading to venue	
	1		Heart Signs on walkways	
	4		Setup Registration Area	
	3?		Breakfast	
	1		Exhibitor Check-In	
	1		Asssit Kathy	
			AV Training for Hosts (Bring in Water First)	
8:00am - 8:45am Registration/Breakfast (9)	6		Registration Tables	
	2		Registration/PFLAG table	
1		Message Board		

8:45am - 9:45am	none	Andrew	everyone in arbor room	
Welcome/Speaker				
9:45am - 10:00am	3		Registration/PFLAG table	
Break 1 (5)				
	1		Photo Op	
	1		Message Board	
10:00am - 10:45am	6		Classroom Hosts	
Breakout Session 1 (6)				
10:45am - 11:00am	3		Registration/PFLAG Table	
Break 2 (5)				
	1		Photo Op	
	1		Message Board	
11:00am - 11:45am	6		Classroom Hosts	
Breakout Session 2 (6)				
	4		Lunch set-up	
11:45am - 12:15pm	4		Food	
Lunch (5)				
	3		Registration/PFLAG Table	
	1		Photo Op	
	1		Message Board	
12:15pm - 1:00pm	3		Registration/PFLAG Table	
Lunch/Rountable				
Discussions (4)				
	1		Photo Op	
	1		Message Board	

	5		Talk Facilitators	
1:00pm-1:15pm Break 3 (9)	3		Start taking down Reg/PFLAG table	
	2		Take Down Photo Op	
	1		Take Down Message Board	
	6		Cleanup lower level - as soon as people clear	
			Take Down Upper Level Posters	
1:15pm - 2:00pm Gay Men's Chorus/Raffle (3)	2-3		Runners for Raffle	
2:00pm - 2:50pm Mike Ziri/Closing Remarks	none		Everyone in Arbor room	
2:50pm - 3:15pm Finish Cleanup	2		Clean Up Arbor Room	
	2		Final Cleanup	
	4		Direct people where to go for walks	
			take up hearts on walkways	
3:15pm	1		take up hearts on road	
3:30pm	Must be completely out of space			