

**Volunteer Meeting Date: TBD**

Trivia Night 2017 - Volunteers			
Volunteer Name	Email	Duty	Confirmed
		Door – registration (sign in) *can also input electronic scores if needed	
		Door – Selling raffle, drink, package tickets	
		Bartender	
		Bartender	
		Runner (and clean up throughout)	
		Runner (and clean up throughout)	
		Marker	
		Marker	
		Input scores (on laptop)	
		Prize announcer	
		Prize winner and ticket # recorder	
		Prize giver *can be the same as recorder	
		50/50 & Oops	
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		Pictures	
Set-up Roles			
		Tables and chairs	
		Tables and chairs	
		Tables and chairs	
		Tables and chairs	
		Table cloths	
		Table setup (lego blocks, centerpieces, infographics etc.)	
		Registration table (remember door prize and door prize sign)	
		Bar setup (bartenders)	
		Raffle table	
		Prize table	
		Helping John (laptop, screens, etc.)	
		Signs (LDANR banners, donor wall, walkway signs etc.)	