

# CHECK LIST / ASSIGNMENT LIST

**REUNION DATE SEPTEMBER 28, 29, 30**

	Done	Assigned to:	
1	✓	Norma	Survey classmates for ideas
2	✓	Judy – Thelma	Block rooms - Hampton Inn Belle Vernon, Pa.
3	✓	<b>Format of the event</b> No reunion registration The Banquet meal is free Hotel breakfast is free Need a head count Aug 1	Book your own Hotel room 724-929-8100 Fri – Pizza Party at 6:00 pm or eat out nearby Sat – Arrive at 1:00 <b>Free 60th Banquet Buffet</b> at 2:00 pm Sun – Depart
4	✓	Judy - Thelma	Book the hotel hospitality room
5	✓	Judy - Thelma	Pay all required deposits
6	✓	Judy – Thelma	Book the Banquet room
7	✓	We have enough \$\$	Create a budget
8	✓	Priscilla	Print address databases as needed Allow for address opt-out
9	✓	DY	Design a reunion webpage. Make signs
10	✓	Ray R or <b>Dennis &amp; Lola</b>	Photographer
11	✓	D & D	Caterer D & D from Arnold City BV
12	✓	Menu	Done-to be announced
13	✓	DY-Norma-Bob Roule	Design reunion invitation/letter & other graphics
14	✓	Bob – Wine & beer	Hospitality room – Wine-Beer only + Ice
15	✓	Judy & Grandkids	Mail letters and notices - Purchase stamps
16	✓	Connie Mamie Vlah	Opening prayer
17	✓	Priscilla	Create name tags for classmates & guests (Big)
18	✓	Norma	Contact person - eMail blasts & messages
19	✓	Thelma – Bea – Mary Etta	Fundraiser 50-50 \$5.00 tickets, pull at banquet
20	✓	Donna – Mary Etta	Supply snacks and dips for the hospitality room
21	✓	Bernice – Don	Napkins, paper plates, plastic silverware
22	✓	Gaynell Sheperd	Deceased tribute display
23	✓	Roule Cake	Judy
24	✓	"60th" sign	Dennis – for pictures
25	✓	Decorations – None	Bring a flower for your table
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11-14-2017