

SHRIMPOREE 2008 CHECKLIST

Shrimporee Check List 2009 Sorted by Topic

Do	Date	Activities	Sorted C, B Responsible
NO		Advertising - public attention getter at park entrance (use stick man, banners on park fence)	caraway
Y	10-Oct	Advertising, banners on NASA Parkway & park entrance displayed 4 Banners and 8 stakes	caraway
NO		Advertising, billboard acquired 2 months before needed	caraway
NO		Advertising, billboard displayed - public service billboard not available display for one month	caraway
Y	17-Sep	Advertising, Citizen	caraway
Y	15-Oct	Advertising, Citizen	caraway
Y		Advertising, Community Newsletter	caraway
Y	28-Sep	Advertising, posters and flyers - Begin giving Shrimporee posters and flyers out to businesses	caraway
Y	5-Oct	Advertising, posters and flyers - Continue giving Shrimporee posters and flyers out to businesses	caraway
NO		Advertising, posters and flyers - Give flyers when available, posters 2 weeks before event	caraway
NO		Advertising, radio acquired	caraway
NO		Advertising, radio in place	caraway
NO		Advertising, radio website	caraway
Y		Advertising, Space Center Parent magazine	caraway
Y		Advertising, The Bay Area Houston Magazine	caraway
Y		Advertising, wiredin Bulletin Board	caraway
Y	17-Sep	Advertising, yard signs - Inventory and replenish to 42	caraway
Y	28-Sep	Advertising, yard signs - Begin giving out to club members (42)	caraway
Y	5-Oct	Advertising, yard signs - Continue giving out to club members (42)	caraway
NO	12-Oct	Advertising, yard signs - Continue giving out to club members (42)	caraway
Y	1-Jul	Aprons and hand towels - comitted by Mario (Dos Mos) - 100 each 281-332-1801 - Mario will bring to	dewease
Y	5-Oct	Aprons and hand towels -Confirmed 100 each - Mario delivers Saturday morning	garcia
Y	1-Jun	Auction, live - Auctioneer identified and committed to come	smith, jerry
Y	1-Sep	Auction, live - committee staffed	wylie
Y		Auction, live - items ready	wylie
Y	1-Sep	Auction, live -- panel truck available	dewease
Y		Auction, silent - committee staffed	smith, greg

SHRIMPOREE 2008 CHECKLIST

Y	1-Oct	Auction, silent - inventory of wine complete	smith, greg
Y		Auction, silent - items ready to auction	smith, greg
Y	17-Oct	Band - pay at Shrimporee \$300	dewease
Y	1-Oct	Band confirmed	dewease
Y	21-Jun	Band contracted	dewease
Y		Band location identified, on ground left side of stage	dennard
Y		Beans committee staffed	cummings
Y		Beer committee staffed	moebes
Y		Beer ordered (4 kegs sell , 1 keg for kitchen) - \$80/keg needs to be collected - current total:	moebes
Y	21-Jul	Beneficiaries - Shriners Children Hospital and Armand Bayou Nature Center	mckinnie
Y	1-Sep	Bid sheets, bidder registration forms created & printed	dewease
Y		Bidders and Invited Guest Registration committee staffed	morris
Y	23-Jul	Brisket cooking crew committed	ellis
Y		Brisket ordered 9/15 (1,000 #, 125 briskets, Pick up Oct ????)	ellis
Y		Brisket slicing - commercial slicer available (1)	ellis
Y		Brisket slicing committee staffed	lowes
Y	17-Oct	Chairs, park - clean	lewis, slade
Y		Children's activities formulated and material purchased including art supplies	gonzales, alicia
Y	17-Oct	Children's blow up moon walks available for event	gonzales, alicia
Y		Children's blow up moon walks committed	gonzales, alicia
Y		Clean up committee staffed	lewis
Y	1-Oct	Clown confirmed	dewease
Y	18-Jun	Clown contracted	dewease
Y		Clown, pay at Shrimporee \$40	dewease
Y		Corn committee staffed	smith, billy
Y		Cotton Candy machine, ingredients , and cotton candy cone holders	taylor
Y	1-Sep	Credit card machine - 1 at club meetings	lindberg/berg
Y		Credit card machines - 1 at meal ticket table	musial
Y		Credit card machines - 1 at raffle tickets table	musial
Y		Credit card machines - 4 at auction table after 3:30. 2 all the time, then the raffle and later and the	musial

SHRIMPOREE 2008 CHECKLIST

Y	1-Sep	Credit card machines available - (4)	musial
Y	20-Sep	Display, raffle -- 2 24 x 36, one at gate and one at meal ticket table	dewease
Y	20-Sep	Display, schedule of events -- 2 24 x 36, one at gate and one at meal ticket table	dewease
Y	20-Sep	Display, service projects -- 2 24 x 36, in park area	dewease
y	1-Sep	Educational activities, kid's ID printing committed by Sandlin	dewease
Y	17-Oct	Educational activities, children CPR presentation	sandlin
Y	1-Sep	Educational activities, children CPR presentation committed by Sandlin	dewease
Y	17-Oct	Educational activities, eye awareness	sun
Y	1-Sep	Educational activities, eye awareness committed by Sun	dewease
Y	17-Oct	Educational activities, kid's ID printing	sandlin
Y	1-Oct	Email to club members to send to family and friends	dewease
Y		EMS/Security personnel committed - need 10 meal tickets	sandlin
Y	16-Oct	Equipment - Deliver Friday 5pm	maudlin
Y	16-Oct	Equipment, shrimp table, shrimp cooker, propane bottles for cooker, can openers, pans, trays, large	maudlin
NO		Excellence in Public Service committed to attend the Shrimporee	
NO		Excellence in Public Service, Phil S. noted to introduce them	
NO		Excellence in Vocation Teachers , David C. noted to introduce them	
NO		Excellence in Vocation, Teachers committed to attend the Shrimporee (3)	
Y	1-Sep	Flyer, raffle -- begin handing out to culb members	
Y	1-Sep	Flyer, raffle printed (1000)	dewease/berg
Y	20-Sep	Flyer, Shrimporee - Cut off for sponsors Sep 15 - Print 1000	dewease
Y		Food and supplies purchased (other than meat and shrimp)	ellis
Y		Food serving committee staffed	musial
Y	1-Sep	Food, unused after the Shrimporee, contact for organization receiving food	wilson
NO		Goody bags (500) available at gates	
NO		Goody bags (500) prepared	
Y	1-Sep	Green trash collection at Shrimporee (park will furnish barrels and pick up)	dewease
Y	1-Sep	Hot dog plate - consist of hot dog and bag of chips	kirchoff
Y		Hot dog/soft drinks committee staffed for additional hot dog plates. Equipment normally brought by	kirchoff
Y	5-Oct	Ice ordered and to be delivered to the park at 5PM Friday Beverage King 100 40# bags	maria

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NO	Information booth - Print FAQ handout (100)	
NO	Information booth - \$1 ticket sales, Rotary Information	
NO	Information booth - Print agenda handouts	
NO	Information booth staffed	
NO	Information booth tent located	
NO	Invitations, Excellence in Education	wood
Y	29-Sep Invitations, Excellence in Law Enforcement	wood
Y	29-Sep Invitations, invited guests - sent out 88	wood
Y	1-Sep Invited Guest Registration forms printed	dewease
Y	20-Sep Itinerary, of events printed (300) at meat ticket table	dewease
Y	17-Oct Linens, Skirts for silent auction - One Stop Party	taylor
Y	16-Oct Logistics - Check facilities, count tables, treat fireants, mosquitos	taylor
Y	16-Oct Logistics - Setup Friday	taylor
Y	17-Jun Logistics- tables, fans, tent, popcorn, cotton candy, silent auction table covers ordered	taylor
NO	Mascot identified and contracted	
Y	17-Oct Money bags (2) - meal tickets and \$ tickets	musial
Y	17-Oct Money trays (2) - meal and \$ tickets table (2 tables) 100 1's; 10 10's; 60 5's	musial
Y	17-Oct Money accountability forms - how to use discussed with users	dewease/musial
Y	17-Oct Money accountability forms in hands of users	dewease/musial
Y	Money accountability forms ready	hernandez
NO	Money accountability operations center identified	wilson
Y	17-Oct Money bag - raffle tickets table	musial
Y	17-Oct Money bag - beer	musial
Y	17-Oct Money bag - hot dogs	musial
Y	17-Oct Money bag - soft drinks	musial
Y	17-Oct Money bag - wine	musial
Y	12-Oct Park ground treated for fire ants	taylor
Y	1-Sep Permit for park for 2009 Pay deposit (\$500) within 90 days of event	dewease
Y	1-Aug Permit for park for 2010 (available across street from park, ask for rain date week later)	wilson
Y	1-Sep Permit, beer and wine -- confirm all papers available and get officer to have notarized	dewease

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Y	1-Oct	Permit, beer and wine dispensing completed	dewease
Y	5-Oct	Permit, beer and wine dispensing received	dewease
Y	14-Oct	Permit, beer and wine dispensing submitted	dewease
Y	1-Oct	Permit, wine charitable auction completed, wine inventory attached on Oct 5	dewease
Y	5-Oct	Permit, wine charitable auction received	dewease
Y	14-Oct	Permit, wine charitable auction submitted	dewease
Y	17-Oct	Photos - Bob M. to be at Shrimporee	mitchell
Y	17-Oct	Photos - Pam C. to be at Shrimporee	culpepper
Y	17-Oct	Popcorn machine, popcorn, oil, salt, and bags	taylor
Y	20-Sep	Poster, Shrimporee - Cut off for sponsors Sep 15 - Print 100	dewease
Y	20-Sep	Propane tanks and cooker for hotdogs brought by Don Kirchoff	kirchoff
Y		Red sauce/condiments distribution committee staffed	cummings
NO		RV committed and available (Command Post) (May not be available)	czarnik
NO		RV location identified	taylor
Y	1-Jul	Sales and use tax exemption certificate (on web site)	dewease
NO	1-Oct	Shaved Ice - confirmed	dewease
NO	13-Jul	Shaved Ice - contracted	dewease
NO		Shaved Ice trailer located	taylor
Y		Shrimp cooking committee staffed	geissler
Y	5-Oct	Signs and banners for park inventoried and printed as necessary	meyer
Y	17-Oct	Signs and banners for park displayed	meyer
y		Signs for shaved ice and smoothies	dewease
Y	13-Jun	Smoothie - Maui Wowi contracted	smith, shelley
Y	1-Oct	Smoothie - Maui Wowi vendor confirmed	dewease
Y	17-Oct	Smoothie - Maui Wowi vendor located	dennard
Y		Soft drinks/bottled water committee staffed	gregg, chris
Y	16-Oct	Soft drinks/bottled water - large holders for ice	gregg, chris
Y	1-Jun	Sound system, pick up between 9-1 Saturday, return Monday	artzberger
Y	15-Sep	Sponsor cut off for promotions so flyers and posters can be printed	rainey
Y		Sponsors - Recognize food and printing sponsors	rainey

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Y	1-Jul	Sponsors committee staffed	rainey
Y	21-Jul	Sponsors, package developed (after approval of beneficiaries)	rainey
Y		Sweetshop staffed and sweets available	ellis, alice
Y	17-Oct	Tee shirts - available to give to first 187 kids under 10 years of age	oswald
Y		Tee shirts - first 187 kids under 10 years of age purchased and available	oswald
Y		Tee shirts - first 187 kids under 10 years of age theme silk screened	oswald
Y	19-Aug	Tickets, \$1 (2,000) - green color - youth volunteers	dewease/oswald
Y	19-Aug	Tickets, \$1 (4,000) - red color - hot dog plate	dewease/musial
Y	19-Aug	Tickets, \$1 (8,000) - yellow color - general dollar purchases	dewease/sincox
Y	17-Oct	Tickets, \$1 - kids hotdog plate tickets (4000) to be given out at serving lines - drinks not included	dewease/musial
Y	17-Oct	Tickets, \$1 - youth volunteers - 2 tickets each	dewease/oswald
Y	17-Aug	Tickets, meal - blue - sponsors	rainey
Y		Tickets, meal - sales at event committee staffed including \$ tickets	sincox
Y	1-Aug	Tickets, meal - sales before the event committee staffed and program in place	lindberg
Y		Tickets, meal - yellow - 28 For adult volunteers	oswald
Y		Tickets, meal - yellow - 88 for invited guests	morris
Y		Tickets, meal - yellow - will call, need list with names in alphabetical order (number???)	langford
Y	1-Aug	Tickets, raffle committee staffed and program in place	berg
Y	17-Oct	Tickets, raffle drum for drawing available	taylor
NO		Tickets, raffle pick up money from businesses where tickets have been left to sell	all, berg
Y	1-Sep	Tickets, raffle printed 500 (sales limited to 500)	dewease
Y		Video of Shrimporee - Bob Swint will have pictures taken and DVD made	swint/dewease
Y	28-Jul	Volunteers, Boy Scouts - committed by Robin Riley	oswald
Y	15-Sep	Volunteers, Boy Scouts confirmed	oswald
Y	28-Jul	Volunteers, children's activities - Alicia stated that she will bring volunteers	gonzales, alicia
Y	1-Aug	Volunteers, children's activities number and schedule identified	gonzales, alicia
Y	1-Oct	Volunteers, children's activities committed and available	gonzales, alicia
Y		Volunteers, clean up general committed and available	lewis, slade
Y	1-Aug	Volunteers, clean up general number and schedule identified	lewis, slade
Y		Volunteers, hot dogs committed and available	kirchoff

SHRIMPOREE 2008 CHECKLIST

Y	1-Aug	Volunteers, hot dogs number and schedule identified	kirchoff
Y		Volunteers, kitchen utensils cleanup committed and available	lewis, slade
Y	1-Aug	Volunteers, kitchen utensils cleanup number and schedule identified	lewis, slade
Y		Volunteers, Rotaract (Being set up at UHCL, not certain whether volunteers will be available)	cummings
Y		Volunteers, serving lines committed and available	musial
Y	1-Aug	Volunteers, serving lines number and schedule identified	musial
Y		Volunteers, soft drinks/ bottled water committed and available	gregg, chris
Y		Volunteers, work at entrance gate committed and available Tee shirts	oswald
Y		Volunteers, work at entrance gate committed and available Tee shirts	oswald
Y		Volunteers, work at entrance gate number and schedule identified	lewis, slade
NO	5-Oct	Wine and wine glasses purchased (glasses should be recyable)	johnson
Y		Wine committee staffed	johnson
NO		Wine fest - 2 Community Projects poster, Shrimporee flyer poster, raffle flyer poster given to Steve	rutledge
NO		Wine fest booth goody bags prepared	rutledge
NO		Wine fest booth staffed	rutledge