

## Shrimporee Check List 2011

Due Date	Status	Action Item	Responsible	Comments
		Aprons and towels	smith, jerry	Dos Mas (100 aprons and 100 towels) Jerry Smith to pick up and return
9/1		Auction, email bidders invitation to Shrimporee	wylie	Send email to last years auction bidders to invite them to this year's Shrimporee
7/1		Auction, Live Van reserved	dewease	Reserved for Fri, Sat, and Sun
		Auction, Live Committee	wylie	
10/14		Auction, Live items emailed to bidders district , club	wylie/ mckinnie	
10/14		Auction, Live, list of auction items for bidders and Emcee	dewease/ wylie	7 copies for Emcee (complete list), 150 for bidders (short list)
10/3		Auction, Silent auction items due	smith, greg	
		Auction, Silent committee	smith, greg	Items due Oct 3
7/1		Auctioneer identified and committed to come	smith, jerry	
7/1		Band contracted	dewease	Pay at event - Geronimo Ybarra III
10/1		Banners - Banners (4) on NASA Parkway at park entrance displayed (Banner @ park 2 weeks early, get park permission)	meyer/ paul	Permission received from Park Commission Aug 30, update dates on banners
		Beans/red sauce committee	cummings/ walker	
		Beer and wine dispensing permit application prepared	dewease	Request permit Oct 12
10/12		Beer and wine dispensing permit received	dewease	
		Beer committee	stewartwout	
9/16		Beer money solicited	bowles	\$400 needed
		Beer ordered ( 4 kegs)	stewartwout	Pay \$403.76 at event to Wismer Distributing Company. 4 kegs, 400 12 oz and 400 16 oz cups.
7/1		Beneficiaries Identified to attend	musial	
		Beneficiaries notified to receive donation	musial	Have 2 large PR checks ready

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		Beneficiaries to receive donation	musial/ dewease	Dion McInnis and Dorothy Lerman from UHCL and Margo Montgomery, and 3 guests From Cross Roads. Have VIP tickets at Will Call Table
		Bidder card, yellow and green	dewease	sponsors on yellow card only
		Bidder registration sign-in form	dewease	
		Bidders and invited guest registration committee	morris	
		Brisket cooking crew contracted	ellis	
		Brisket slicing - commercial slicer available (2)	ellis	
		Brisket slicing committee	lowes	
		Charitable Auction Permit application prepared	dewease	Request permit Oct 12
10/12		Charitable Auction Permit received	dewease	
10/10		Charitable Auction Permit wine inventory	dewease/ smith, greg	
		Children's activities formulated and material purchased including art supplies	gonzales, alicia	3 moonwalk/obstacle jumpy thingies/ face painting and hair spray. Moonwalks ordered 9/20. Other supplies the week of.
		Clean up committee	smith, darryl	
7/1		Clown available and contracted, pay fee at event	dewease	Pay fee at event, Hugh S. Fletcher - needs table, 2 chairs, and
9/12		Club meeting Shrimporee program	musial	
		Condiments committee	bogus	
		Corn committee	smith, billy	
		Costs of food and drinks established, schedule made for display	dewease/	
8/1		Cotton Candy machine, ingredients , and cotton candy cone	taylor	Picked up by Bill Taylor One Stop Party Shop
		Credit card machines, good working order ( 2 for tickets and 2 for raffle) later moved to auction closeout	musial	
		Dignitary signup form	dewease	
		DVD by ATA	swint	
		EMS/Security personnel	sandlin	One entrance, clear 4 parking lanes around main entrance gate
10/12		Equipment Check out	taylor	Check out week before event. Contact has been made with Earl Maudlin

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		Equipment, shrimp table, shrimp cooker, propane bottles for cooker, can openers, pans, trays, large utensils, etc (Deliver Fri 5pm)	taylor	
		Excellence in Education Teachers committed to attend the	sandlin	Notified by Greg Smith, David Coney to introduce
		Excellence in Public Service committed to attend the Shrimporee	sandlin	
		Flyer, raffle	dewease	Have ready for raffle sales pre event
		Flyer, Shrimporee	dewease	Print after about Sep 1 cutoff date for sponsors
9/19		Flyer, Shrimporee issue to Club members	dewease	
9/13		Food and supplies list prepared	ellis	
		Food and supplies purchased or committed	ellis	
		Food serving committee including runners	dooley/ owen	
10/1		Food, excess - donation other than brisket and shrimp	caraway	Notify BATP to pick up at 5PM at the pavilion
		Hot dog, propane tanks, cooker, large coolers brought by Don K.	kirchoff	
		Hot dog/soft drinks/popcorn	dewease	Bring 2 large cooler for drinks
		Hot dog/soft drinks/popcorn committee	kirchoff	
		Ice, to be delivered to the park at 5pm Friday	maria	
		Kid's ID availabe	sandlin	Provided by Art Oswald
8/1		Logistics- tent, tables, fans, etc ordered	taylor	
7/12		Meeting, Shrimporee Planning		
7/26		Meeting, Shrimporee Planning		
8/16		Meeting, Shrimporee Planning		
8/23		Meeting, Shrimporee Planning		No meeting
8/30		Meeting, Shrimporee Planning		
9/6		Meeting, Shrimporee Planning		
9/13		Meeting, Shrimporee Planning		No meeting
9/20		Meeting, Shrimporee Planning		
9/27		Meeting, Shrimporee Planning		
10/4		Meeting, Shrimporee Planning		
10/11		Meeting, Shrimporee Planning		

Due Date	Status	Action Item	Responsible	Comments
10/25		Meeting, Shrimporee Planning		
9/1		Park contract and deposit (\$500) made	dewease	
8/1		Park contract for 2012	dewease	Obtain at 12:01am Aug 1 of this year for next year
10/18		Park deposit (\$500) picked up	dewease	
10/14		Pavilion - Setup (Friday, day before event)	taylor	
10/10		Pavilion/park ready - Check facilities, count tables, treat fireants and mosquitoes, unplug drains	taylor	
		Photos	culpepper	
		Photos	mitchell	
8/1		Popcorn machine, popcorn, oil, salt, and bags ordered	taylor	Picked up by Bill Taylor One Stop Party Shop
		Poster, display raffle	dewease	Mount on wall at meal ticket sales
		Poster, display schedule of events	dewease	Mount on wall at meal ticket sales
		Poster, Shrimporee	dewease	Print after about Sep 1 cutoff date for sponsors
9/19		Poster, Shrimporee begin giving to Club members	dewease	
		PR	caraway	Start advertising in September
7/1		PR, District calendar	mckinnie	
7/1		PR, Web Site set up for Shrimporee	harris	
8/1		Sales close out booth ordered	dewease	Part of party supplies order
		Sales close out procedures and packages with cash allowance, and money bags identified	duckworth/ dewease	To be distributed at the event
		Schedule of events printed for handout at meal ticket sales and VIP sign in tables	dewease	100 printed
		Schedule of events times established	dewease	
		Shrimp boil committee	atwater/ taggart	
		Signs for pavilion displayed	meyer/ paul	Revise signs as needed
8/1		Silent auction table shirts, raffle drum, popcorn machine and cotton candy machines and ingredients ordered	taylor	Picked up by Bill Taylor One Stop Party Shop on Friday
8/1		Silent auction table shirts, raffle drum, popcorn machine and cotton candy machines and ingredients ordered	taylor	
		Soft drinks/bottled water/tea	dewease	Bring 6 large plastic tubs for ice
		Soft drinks/bottled water/tea committee	lugo	

Due Date	Status	Action Item	Responsible	Comments
8/1		Sound system ordered	taylor	
		Sound system pick up Friday and return Monday	artzberger	Bill Taylor reserves, Artzberger picks up and returns
7/1		Sponsor letter and guidelines prepared	rainey	
		Sweets table staffed and sweets committed	czarnik	
		Tea by Constable Sandlin	sandlin	Furnishes tea, needs 20 gallons of water, cups by Club
9/1		Teams set up	branch	
7/1		Teams, survey for meal ticket and auction buyout to set up teams	branch	
		Tent, 4 post pop up for beer sales	dewease	
		Tent, 4 post pop up for raffle 10x10	dewease	
		Tent, 4 post pop up for soft drinks sales	dewease	
		Ticket \$, for kids hotdog plate tickets to be given out at serving lines	dewease	Part of sales close out
		Ticket \$1 assigned	dewease	To be distributed at event
		Ticket, meal sales at event committee	sincox	
7/1		Ticket, meal sales pre event	branch	
8/1		Ticket, raffle committee stub drum for drawing ordered	taylor	
		Ticket, raffle sales committee	deitrich/ reitz	Nanci kids to help after 1:30 - Teri Fowle' to help Rena
		Ticket, VIP	dewease	Distribute to assignees
		VIP Invitation letter and list	harreld	To be reviewed by chair
		VIP Invitation letter and list for VIP table	dewease/ morris	
9/23		VIP Letter sent out	harreld	
		Volunteers committee	mallini/ oswald	115 volunteers as of Oct 4, 200 at event including scouts
		Will call committee (works with bidders registration committee)	langford	
		Wine committee, wine and wine glasses purchased	johnson	
9/19		Yard Signs - begin giving to club members	dewease	20 given out first meeting
		Yard Signs & stands (30) ready	dewease	

10/27	2012 Wings Over Houston Air Show will Oct 27 <sup>th</sup> & 29 <sup>th</sup>	Oct 27, 28, 29
10/19	2012 Ballunar Liftoff Festival will be be Oct 19 <sup>th</sup> , 20 <sup>th</sup> & 21 <sup>st</sup>	Oct 19, 20, 21
10/19	2012 Shrimporee	Oct 19, 20, 21
10/26	2012 Shrimporee rain out date	Oct 26, 27, 28