

Shrimporee Check List 2011

| Due Date | Status | Action Item | Responsible | Comments |
|----------|--------|---|--------------|---|
| 7/1 | | Auction, Live Van reserved | dewease | Reserved for Fri, Sat, and Sun |
| 7/1 | | Auctioneer identified and committed to come | smith, jerry | |
| 7/1 | | Band contracted | dewease | Pay at event - Geronimo Ybarra III |
| 7/1 | | Beneficiaries Identified to attend | musial | |
| 7/1 | | Clown available and contracted, pay fee at event | dewease | Pay fee at event, Hugh S. Fletcher - needs table, 2 chairs, and electricity |
| 7/1 | | PR, District calendar | mckinnie | |
| 7/1 | | PR, Web Site set up for Shrimporee | harris | |
| 7/1 | | Sponsor letter and guidelines prepared | rainey | |
| 7/1 | | Teams, survey for meal ticket and auction buyout to set up teams | branch | |
| 7/1 | | Ticket, meal sales pre event | branch | |
| 7/12 | | Meeting, Shrimporee Planning | | |
| 7/26 | | Meeting, Shrimporee Planning | | |
| 8/1 | | Cotton Candy machine, ingredients , and cotton candy cone holders ordered | taylor | Picked up by Bill Taylor One Stop Party Shop |
| 8/1 | | Logistics- tent, tables, fans, etc ordered | taylor | |
| 8/1 | | Park contract for 2012 | dewease | Obtain at 12:01am Aug 1 of this year for next year |
| 8/1 | | Popcorn machine, popcorn, oil, salt, and bags ordered | taylor | Picked up by Bill Taylor One Stop Party Shop |
| 8/1 | | Sales close out booth ordered | dewease | Part of party supplies order |
| 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 | |
| 8/1 | | Sound system ordered | taylor | |
| 8/1 | | Ticket, raffle committee stub drum for drawing ordered | taylor | |

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| 8/16 | | Meeting, Shrimporee Planning | | |
| 8/23 | | Meeting, Shrimporee Planning | | No meeting |
| 8/30 | | Meeting, Shrimporee Planning | | |
| 9/1 | | Auction, email bidders invitation to Shrimporee | wylie | Send email to last years auction bidders to invite them to this |
| 9/1 | | Park contract and deposit (\$500) made | dewease | |
| 9/1 | | Teams set up | branch | |
| 9/6 | | Meeting, Shrimporee Planning | | |
| 9/12 | | Club meeting Shrimporee program | musial | |
| 9/13 | | Food and supplies list prepared | ellis | |
| 9/13 | | Meeting, Shrimporee Planning | | No meeting |
| 9/16 | | Beer money solicited | bowles | \$400 needed |
| 9/19 | | Flyer, Shrimporee issue to Club members | dewease | |
| 9/19 | | Poster, Shrimporee begin giving to Club members | dewease | |
| 9/19 | | Yard Signs - begin giving to club members | dewease | 20 given out first meeting |
| 9/20 | | Meeting, Shrimporee Planning | | |
| 9/23 | | VIP Letter sent out | harreld | |
| 9/27 | | Meeting, Shrimporee Planning | | |
| 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 |
| 10/1 | | Food, excess - donation other than brisket and shrimp | caraway | Notify BATP to pick up at 5PM at the pavilion |
| 10/3 | | Auction, Silent auction items due | smith, greg | |
| 10/4 | | Meeting, Shrimporee Planning | | |
| 10/10 | | Charitable Auction Permit wine inventory | dewease/ smith, greg | |
| 10/10 | | Pavilion/park ready - Check facilities, count tables, treat fireants | taylor | |
| 10/11 | | Meeting, Shrimporee Planning | | |
| 10/12 | | Beer and wine dispensing permit received | dewease | |

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| 10/12 | | Charitable Auction Permit received | dewease | |
| 10/12 | | Equipment Check out | taylor | Check out week before event. Contact has been made with Earl Maudlin |
| 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) |
| 10/14 | | Pavilion - Setup (Friday, day before event) | taylor | |
| 10/18 | | Park deposit (\$500) picked up | dewease | |
| 10/25 | | Meeting, Shrimporee Planning | | |
| | | Aprons and towels | smith, jerry | Dos Mas (100 aprons and 100 towels) Jerry Smith to pick up and return |
| | | Auction, Live Committee | wylie | |
| | | Auction, Silent committee | smith, greg | Items due Oct 3 |
| | | Beans/red sauce committee | cummings/ walker | |
| | | Beer and wine dispensing permit application prepared | dewease | Request permit Oct 12 |
| | | Beer committee | stewartwout | |
| | | Beer ordered (4 kegs) | stewartwout | Pay \$403.76 at event to Wismer Distributing Company. 4 kegs, 400 12 oz and 400 16 oz cups. |
| | | Beneficiaries notified to receive donation | musial | Have 2 large PR checks ready |
| | | Beneficiaries to receive donation | musial/ | Dion McInnis and Dorothy Lerman from UHCL and Margo |
| | | 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 |
| | | 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 | |

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| | | Condiments committee | bogus | |
| | | Corn committee | smith, billy | |
| | | Costs of food and drinks established, schedule made for display at meal ticket table | dewease/ sincox | |
| | | 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 |
| | | Equipment, shrimp table, shrimp cooker, propane bottles for | 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 |
| | | Food and supplies purchased or committed | ellis | |
| | | Food serving committee including runners | dooley/ | |
| | | 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 |
| | | Photos | culpepper | |
| | | Photos | mitchell | |
| | | 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 |
| | | PR | caraway | Start advertising in September |
| | | 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 |

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| | | Schedule of events times established | dewease | |
| | | Shrimp boil committee | atwater/ taggart | |
| | | Signs for pavilion displayed | meyer/ paul | Revise signs as needed |
| | | Soft drinks/bottled water/tea | dewease | Bring 6 large plastic tubs for ice |
| | | Soft drinks/bottled water/tea committee | lugo | |
| | | Sound system pick up Friday and return Monday | artzberger | Bill Taylor reserves, Artzberger picks up and returns |
| | | Sweets table staffed and sweets committed | czarnik | |
| | | Tea by Constable Sandlin | sandlin | Furnishes tea, needs 20 gallons of water, cups by Club |
| | | 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 | |
| | | 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 | |
| | | 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 | |
| | | Yard Signs & stands (30) ready | dewease | |
| 10/27 | | 2012 Wings Over Houston Air Show will Oct 27 th & 29 th | | Oct 27, 28, 29 |
| 10/19 | | 2012 Ballunar Liftoff Festival will be be Oct 19 th , 20 th & 21 st | | Oct 19, 20, 21 |
| 10/19 | | 2012 Shrimporee | | Oct 19, 20, 21 |

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| 10/26 | 2012 Shrimporee rain out date | Oct 26, 27, 28 |
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