ACTIVITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**CHAIRPERSON(S)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. **LET’S WORK: Day of the event: pick it up, what to bring, set up, sell it, count it, decorate, mc, greeters** | | | | |
| **DUE DATE** | **TASK** | **IN CHARGE** | **HELPERS** | **ADDITIONAL INFO** |
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| **5 LET’S CLEAN UP:** **Pick up, take down, throw away, clean, return items,** **equipment stored properly** | | | | |
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| **6 LET’S GIVE RECOGNITION: Evaluations, thank you notes, prizes, special recognition, picture display** | | | | |
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