

# **VOLUNTEER MANAGEMENT**

LAURIE DUGAN

1. \_\_\_\_\_

2. \_\_\_\_\_

## **VOLUNTEERS BEFORE EVENT**

### **COLLECTING AUCTION ITEMS AND MANAGEMENT**

1. ROBYN GIBSON

2. MARCHELLE SELLERS

### **WRAPPING AUCTION BASKETS**

1. VERONICA BRADY

2. ROBYN GIBSON

3. NICOLLE HOLLAND

4. LAURIE DUGAN

### **PR MANAGEMENT: MAGAZINES / NEWSPAPERS / CELEBS**

1. CINDY KAY

2. \_\_\_\_\_

### **VIP LIST / WITH VIP WRIST BANDS**

### **VIP SPONSORS LIST / WITH VIP WRIST BANDS**

### **MKI WILL CALL LIST MANAGEMENT**

### **LIMO ARRANGEMENTS / SPONSORSHIP DUTIES FULFILLED**

1. MARCHELLE SELLERS

2. NICOLLE HOLLAND

3. DAWN HEAD

**PROMOTIONS / HANGING POSTERS / POST CARDS FOR BIZ**

1. AUDREY DARIN

2. \_\_\_\_\_

**SPONSORS SIGNAGE / MKI PHOTO GALLERY – TV SCREENS**

1. NICOLLE HOLLAND

2. DAWN HEAD

**DECORATIONS: FLOWERS (RED ROSES / DAY OF)**

1. LORI ARMSTRONG

2. VALERIE ?

3. Philippine Advisory Group (Cielly) + 1 - Time?

**SET-UP**

**ORGANIZE: SILENT AUCTION / LAY-OUT / DECORATE / SIGNAGE**

Mike Crawford and Masters College Group - 25 volunteers from 11:00am - 1:00pm

**10AM – 1PM**

1. NICOLLE HOLLAND

4. SANDY BECK

2. ROBYN GIBSON

5. WENDY SIDLEY

3. LAURIE DUGAN

6. LESLIE FROST

**1PM – 3PM**

1. MARCHELLE SELLERS

4. ROBYN GIBSON

2. LAURIE ARMSTRONG

5. NICOLLE HOLLAND

3. LAURIE DUGAN

6. \_\_\_\_\_

**3PM – 5PM**

1. KAREN MARLOW

4. \_\_\_Liz Vail\_\_\_\_\_

2. INGA MURRELL

5. Tammy McGivern\_\_\_\_\_

3. DAWN HEAD

6. \_\_\_\_\_

## **PR / FRONT DOOR / GUEST MANAGEMENT**

MARCHELLE SELLERS / CO? \_\_\_\_\_

### **4:30 - 7PM**

#### **GREETERS**

1. \_\_\_\_\_

2. \_\_\_\_\_

#### **VIP SPONSORED TABLES/WB VIP GUEST LIST/WB**

5. \_\_\_\_\_

6. \_\_\_\_\_

#### **TICKETS™ / WILL CALL**

3. Arlene Kamen\_\_\_\_\_

4. Mel Kamen\_\_\_\_\_

#### **VOLUNTEERS / COMP TICKETS**

7. \_\_\_\_\_

8. \_\_\_\_\_

### **7PM – 9PM**

#### **GREETERS**

1. \_\_\_\_\_

2. \_\_\_\_\_

#### **VIP SPONSORED TABLES/WB VIP GUEST LIST/WB**

5. \_\_\_\_\_

6. \_\_\_\_\_

#### **TICKETS™ / WILL CALL**

3. Silvia Rodriguez

4. \_\_\_\_\_

#### **VOLUNTEERS / COMP TICKETS**

7. \_\_\_\_\_

8. \_\_\_\_\_

### **9PM - CLOSE**

#### **GREETERS / TICKETS™ / WILL CALL VIP GUEST LIST/WB - VIP SPONSORED TABLES/WB VOLUNTEERS / COMP TICKETS / TICKET SALES**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

# **ENTERTAINMENT MANAGEMENT**

NICOLLE HOLLAND / CO- SANDY BECK

**4:30 - 7PM**

## **POPCORN MACHINE**

1. SAVAGE STEVE HOLLAND

2. \_\_\_\_\_

## **MKI MERCHANDISE SALES**

3. KELLY BAUGHN

4. KB'S FRIEND DAPHNE

## **TICKET SALES / FUNNY \$**

5. LINDSAY ALBERT

6. AUDREY DARIN

## **PHOTO BOOTH**

7. \_\_\_\_\_

## **HAIR DOOO'S**

8. TRYSTIN DUGAN?

9. \_\_\_\_\_

## **VIP GUEST RELATIONS / PR**

10. VERONICA BRADY

11. CAREN

## **DONATION BOOTH**

12. CRISTINA FARRUT

13. SYDNEY MCDONALD?

## **MONEY BOOTH**

14. ZARI

15. YASMINE

## ENTERTAINMENT MANAGEMENT CONT. - 2

### 7PM – 9PM

#### **POPCORN MACHINE**

1. \_Doris & Joey Delores\_\_\_\_\_

2. \_Cielley Pagador\_\_\_\_\_

#### **MKI MERCHANDISE SALES**

3. \_\_\_\_\_

4. \_\_\_\_\_

#### **TICKET SALES / FUNNY \$**

5. \_\_\_\_\_

6. \_\_\_\_\_

#### **PHOTO BOOTH**

7. \_\_\_\_\_

#### **HAIR DOOO'S**

8. \_\_\_\_\_

9. \_\_\_\_\_

#### **VIP GUEST RELATIONS / PR**

10. \_Cristina Farrut\_\_\_\_\_

11. \_\_\_\_\_

#### **MEET AND GREET BANDS (VIP SP)**

12 KRISTEN (KSW MANAGEMENT)

13. \_\_\_\_\_

#### **DONATION BOOTH**

14. SYLVIA

5. HOPE BROWN?

#### **MONEY BOOTH**

16. MELANIE MAQUIRE

17. MELANIE MAQUIRE'S DAUGHTER

**ENTERTAINMENT MANAGEMENT CONT. -3**

**9PM - CLOSE**

**POPCORN MACHINE**

1. \_\_\_\_\_

2. \_\_\_\_\_

**MKI MERCHANDISE SALES**

3. \_\_\_\_\_

4. \_\_\_\_\_

**DONATION BOOTH**

9. \_\_\_ Arlene Kamen \_\_\_\_\_

10. \_\_ Mel Kamen \_\_\_\_\_

**VIP GUEST RELATIONS / PR**

11. \_\_\_\_\_

12. \_\_\_\_\_

**AUCTION MANAGEMENT**

ROBYN GIBSON / CO- WENDY SIDLEY / CO- LESLIE FROST

**4:30 PM – 7:30PM**

**WATCH TABLES / ANSWER QUESTIONS**

1. GENE GORDON

3. \_\_\_\_\_

2. DEBI SIPOS

**7:30PM – 9PM**

**CLOSE SILENT AUCTION / 7:45**

1. DEBBIE MARKILES

5. \_\_\_\_\_

2. WENDY SIDLEY

6. \_\_\_\_\_

3. LESLIE FROST

7. \_\_\_\_\_

4. \_\_\_\_\_

8. \_\_\_\_\_

**7:45 LIVE AUCTION – (RUNNERS) / 9PM RAFFLE WINNERS**

- |                 |          |
|-----------------|----------|
| 1. ROBYN GIBSON | 5. _____ |
| 2. _____        | 6. _____ |
| 3. _____        | 7. _____ |
| 4. _____        | 8. _____ |

**TEAR DOWN**

**10PM – 12PM**

- |                         |          |
|-------------------------|----------|
| 1. SAVAGE STEVE HOLLAND | 4. _____ |
| 2. _____                | 5. _____ |
| 3. _____                | 6. _____ |

**HISTORIANS**

**5PM – CLOSE (ALL ACCESS PASS)**

- |                            |        |
|----------------------------|--------|
| 1. BROOKE BOHM PHOTOGRAPHY |        |
| 2. _____                   | VIDEO? |

## **EVENING LAYOUT**

5PM – 7PM DJ, DANCING, GAMES ETC.

7PM DJ INTRODUCES KYLIE HUGHES

7PM KYLIE HUGHES OPENS 2 SONGS

### **SPEAKERS:**

#### **7:15 PM**

MC TBD – WELCOME GUESTS (1MIN): / INTRODUCE:  
CLEARS STAGE

ROBYN GIBSON – THANK EVERYONE FOR BEING HERE / MKI INTRODUCTION /  
INTRODUCE (3MIN):

CRIS EMBLETON ? – MKI BACKGROUND (2MIN) / MISSION INTRODUCTION (3MIN)  
W/VIDEO (5 MIN) / INTRODUCE AND AWARD:

DR. TRENTO / ACCEPT AWARD / MKI MISSION – U.S. CARE / INTRODUCE ZARADA  
(8 MIN) CLEAR STAGE (CRIS / DR. TRENTO / ZARADA/ ROBYN)

MC (WITH OUR TALKING POINTS (2 MIN)) AWARDS (MAYBE A CHILD IF THEY ARE  
HERE THAT THEY HAVE HELPED COULD HAND THEM THEIR TIFFANY BOX  
AWARD) INTRODUCES:

DR. MARK URATA: ACCEPTS AWARD (2 MIN) SPEECH  
CLEARS STAGE

MC (WITH OUR TALKING POINTS (2 MIN)) AWARDS (MAYBE A CHILD IF THEY ARE  
HERE THAT THEY HAVE HELPED COULD HAND THEM THEIR TIFFANY BOX  
AWARD) INTRODUCES:

DR. LAZARETH: ACCEPTS AWARD (2 MIN) SPEECH  
CLEARS STAGE

MC INTRODUCES NEW EXECUTIVE DIRECTOR (1 MIN):  
CLEARS STAGE

MARCHELLE SELLERS: THANKS SPONSORS AND GUESTS ETC. WHERE OUR  
MONEY GOES (3 MIN)? DIRECT PEOPLE TO DONATION TABLE ETC... COUNTS  
DOWN TO CLOSE SILENT AUCTION / TO BEGIN LIVE AUCTION –

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35 MIUTES

MC - BEGINS LIVE AUCTION  
4 LIVE AUCTION ITEMS TBD  
(SEPARATE LIVE AUCTION / KENNY'S GUITAR BEFORE HE COMES OUT AT 9:15PM)

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25 MINUTES

**8:15**

MC INTRODUCES: DREW DAVIS BAND  
(PLAY 45 MINUTES)

9:00 MC THANKS DREW DAVIS BAND - LIVE AUCTIONS KWS GUITAR W/AFTER  
SHOW MEET AND GREET  
MC CLEARS STAGE

DJ MUSIC PLAYS

9:30 KENNY WAYNE SHEPHERD

11:00 KENNY CLOSES