**MAY 27TH TO-DO LIST**

* Have meeting with all volunteers

-Remind people to go out and get stuff for their theme if they already haven’t
-Talk to assigned floaters to the side
-Give run down of May 28th
-Ask them to arrive on time

-Talk to TPT
-Remind that they are going to get wet
-Remind talent show people the line up number and what time to be at the cafe by

* Make team signs (walk bristle board)
* Make game signs (full bristle board)
* Make name tags
* Gather any equipment needed for activities
* Arrange folders for link leaders
-Schedule
-Map of the field
-List of kids
-Food tickets
-Reminder to keep an eye out for the most enthusiastic kid
* Print out game run down for activity leaders
* Thank you cards for supervisors
* Make a thank you announcement
* Make introduction
* Make mural/ get paper board for the doodle/sign wall

**MAY 28TH TO=DO LIST**

* Set up activities
* Set up rest station (Tables and doodle/sign wall)
* Set up name tag table (back tables) 8:00-9:20
* Have TPT set up music/ sound equipment
* Assign bussers and greeters
* Meet kids
* Distribute name tags
* Tell groups to go into the field 1-20 so it’s easy to find groups
-take attendance of kids 9:30-10:00
-tell them to sit facing the portables
* Introduction
* Name game/Introduction
* Tell groups they may go to their first activity
* Set up spirit wear and candy/chip station
* Start lunch
* Have lunch
* Clean up field
* Set up cafe
* Call down performers
* Ending/Wrap up (give prizes) 12:00-2:35 (CLEAN UP MAY GO AFTER BELL)
* Talent Show \*Helpers after the bell get pizza??\*
* Finish clean up outside
* Final Wrap up
* Clean Cafe