

SaddleBrooke Activity Fair Logistics

Date	Task
October	<ul style="list-style-type: none"> • Contact the SaddleBrooke HOA 2 and ascertain when the Activity Fair table registration will occur. The contact person in 2011 was Adelle Alyn and the number was 825-5256. The registration fee is \$25.00. • When registering for a table request a location that has an outlet nearby. In the past, we requested a location between the two sets of double doors on the exterior wall of the ballroom.
November	<ul style="list-style-type: none"> • Determine which club member has possession of the Hiking Club banner and frame over which it is draped. In the past, this has been the Chief Hiking Guide or his/her designee. • Arrange for a lap top and one/two monitors so that a CD-ROM featuring some AZ hikes can be played. In the past, Roy Carter (818-3137) provided this equipment. Both Roy Carter and Stan Strebig (825-7551) have provided CD-ROM's of hikes.
December	<ul style="list-style-type: none"> • Solicit volunteers to man the table during the Fair including set-up and tear down. Volunteers don't necessarily have to be the Club officers. See attached form. • Obtain about 50 copies of the Jan/Feb Hiking Club newsletter to be placed on the table at the Fair. Contact Martha Hackworth (818- 2573) for the newsletters.
January	<ul style="list-style-type: none"> • Arrive about 8:00 AM the morning of the Activity fair and set up the table with the banner and laptop/monitors. • Implement volunteer's scheduled times for manning the table. • Tear down the table and return all materials to the appropriate person(s).

SaddleBrooke Activity Fair

January ?????

Time	Guides
Set-up 8:00 - 8:30	
8:30 - 9:30	
9:30 - 10:30	
10:30 - 11:30	
11:30 - 12:30	
Clean up 12:30 - 1:00	