

# *SaddleBrooke Activity Fair Logistics*

## *05-04-23*

<b>Date</b>	<b>Task</b>
October	<ul style="list-style-type: none"> <li>• Look for the email from SaddleBrooke HOA2 notifying residents of the Activity Fair sign-up and event date. It usually is sent in October and November.</li> <li>• Verify times listed below as they are subject to change depending on the finalized HOA2 schedule for the Fair.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Arrange for delivery of the Hiking Club banner and the mounting frame. Currently it is with Ken Wong (520-818-2561).</li> <li>• Arrange for a laptop with a slideshow of hiking pictures. Tim Butler has been the provider (520-825-0193).</li> </ul>
December	<ul style="list-style-type: none"> <li>• Sign-up date is usually in December. Arrive early to ensure the desired floor location. When registering for a table request the location just inside the eastern doors on the exterior wall of the ballroom. This location has an electrical outlet.</li> <li>• Solicit volunteers to staff the table during the Fair including set-up and tear down. Volunteers don't necessarily have to be club officers. Document names on the attached form.</li> <li>• Obtain 50 copies of the following for Fair attendees:               <ul style="list-style-type: none"> <li>○ Membership Application &amp; Release form</li> <li>○ Announcement for "Orientation to Hiking in the Desert" presentation (will be scheduled after Fair)</li> </ul> </li> <li>• Contact Katie Atkins (541-420-7472) for document copies.</li> </ul>
January	<ul style="list-style-type: none"> <li>• The Fair has run from 8:00 - 11:00 AM these past few years.</li> <li>• Arrive about 7:30 AM the morning of the Activity Fair and set up the table with the banner and laptop.</li> <li>• Implement volunteer's scheduled times for staffing the table.</li> <li>• Encourage prospective members to pay online.</li> <li>• Tear down the table and return all materials to the appropriate person(s).</li> </ul>

# *SaddleBrooke Activity Fair*

Date: January XX, XXXX

Time	Guides
Set-up 7:30 - 8:00	
8:00 - 9:00	
9:00 - 10:00	
10:00 - 11:00	
Clean-up 11:00 - 11:30	