

Monte Carlo Planning / Execution Task Listing
2017 Fund Raiser

Task	Lead POC(s)	Help needed	Due dates	Description	Status
PREPARATIONS					
Schedule Event on Church Calendar	Dan Wood / WGK	0	Fall 2016	(1) Select possible date(s) (2) Contact Church Office / Validate date availability (3) Book after confirm Fr. Habit Game Availability	Completed
Games	Dan Wood/ WGK	WGK	Early Fall 2016	Book Fr. Habet's game services	Completed
		Need 10 - 12 Knights	11-Feb-17	Great Hall: Game Unloading & Table set-up	OPEN
Beer/wine License	Dan Wood	0	4 weeks prior to event	(1) Submit VA ABC Banquet Application (2) Application is for a public event <i>Beer/wine included in ticket price</i> <i>Donations Accepted</i>	In Progress <i>Submitted 13-Feb-17</i>
Ticket sales	Dan Wood	0	5 weeks out	(1) Bulletin & Website Announcements (2) Submit to Pastor for approval	Completed
		Need 1-2 Knights after each weekend Mass	Sales Commence Jan 14-15, 2017	(1) Print 20 prenumbered tickets (completed) (2) Obtain change (\$5 bills) (3) Create poster board for sales table (completed)	In Progress
Auction/Door Prizes Procurement	DGK (S. Schnell) Lead	Unlimited	4/5 FEB-17	(1) Collect by 1-Week Prior to Event (2) Generate "Event Book" listing donors, prizes/auction items (Need Volunteer)	In Progress
Auction Items Selection	Need A Volunteer	As determined by POC	TBD	(1) Sort / Assess Donations (2) Select Silent Auction Items	
Food	Dan Wood & Tony Simpson	1-2 Knights	8-10 FEB-17	(1) Select event menu items <i>Determine which foods to prepare / Dishes to purchase</i> (2) Purchase food/drinks (3) Track / itemize menu items Qty & cost	
		2 - 3 Knights	10-11 FEB-17	Prepare / Pick Up Food	
		2 - 3 Knights	11-Feb-17	(1) Set-up food buffet tables (2) <u>Prior to Event</u> : Keep food cold or warm on-site in kitchen (3) <u>During Event</u> : Keep food tables stocked	
Decorations	Need A Volunteer	2 Knights	NLT 10-FEB-17	(1) Determine decoration requirements (2) Purchase new decorations	
		4 Knights	11-Feb-17	Set up the Great Hall	
MONTE CARLO NIGHT					
Entry table	Need A Volunteer	4 Knights	11-Feb-17	(1) Sell / Collect Tickets (2) SELL 50/50 Tickets	
Beer/Wine table	Need A Volunteer	4 Knights	11-Feb-17	Serve Drinks and collect money	
Clean-up	Need A Volunteer	4 Knights	11-Feb-17	(1) Clean up of Kitchen (2) Pack / Dispose of food and drinks (3) Take out trash	
		10 -12 Knights <i>Many hands make light work</i>	11-Feb-17	(1) Take down and pack game tables (2) Set-up Great Hall tables and chairs	