

Chinmaya Mission Richmond - Annual Day Volunteering Needs

November 22, 2015 Sunday			
Item	Time	Lead	Volunteers
Stage Arrangement	2:30 PM - 3:30 PM		
Chair Arrangement in the Hall	2:30 PM - 3:30 PM		
Book Stall	3:30 PM to 7:00 PM		
Program Guide Preparation	By 11/20/15		
Food Arrangement	5:30 PM to 7:30 PM		
Food Distribution	6:30 PM to 7:30 PM		
Putting Chairs back and Cleaning	7:00 PM to 8:00 PM		
Videography of Program	4:00 PM to 6:30 PM		
Photography of Program	4:00 PM to 6:30 PM		
Sound System Set Up	2:30 PM to 3:30 PM		
Sound System Operation	3:45 PM to 7:30 PM.		
Drama needs were described in E Mail seperately.			