

**2012 End of the Year Faculty/Staff Party - Head's Residence**  
**Friday, June 8, 2012 - 3:00 PM**

*Changes*

**Maintenance:**

**9:30 AM:** Maintenance please bring over and set-up:

*20* 50 chairs

*4* 8 rectangular tables – **(2 of the 8 tables are for the garage for the caterers)**

*0* 5 round tables

Items Jan has ready to bring over.

**2 garbage cans and 2 Blue recycle cans and 2 Red compost can**

**6:00 PM:** Maintenance needed to remove tables and chairs, garbage.

Thank you everyone; please let me know if there are any changes to this schedule.

<u>Name</u>	<u>Items</u>
The City Catering Co.	Food - will arrive at (1:30 PM)
Band Set-up	Steve Mraz and company – (2:00 pm) <i>1:30+2:00</i>
Jan Berg & Staff	3 cases of large plain waters 30 Bottled Juices 3 Coolers w/ice <i>900 small white plates for Brownies -</i> 200 Clear plastic cups 200 white paper plates 200 white paper napkins 200 plastic forks <b>Brownies for 90</b>
Aloha Moore	Tablecloths Table Decorations <i>Already at Sue's</i> → 40 bottles of beer (we have the beer stored at PC) 6 bottles of red wine (we have the wine stored at PC) Event Plan Form Send out invitations to all Fac/Staff
Sue Grijalva	Wine- white only (5 bottles)