

## **Wine/Cheese Party - Head's Residence**

**Thursday, January 24, 2013**

**Event is from 7:00 PM to 9:00 PM**

### Name

### Items

Aloha Moore

Event Plan  
Maintenance (Coordinating set-up / clean-up)  
Kitchen items

Susan Fine

Flowers  
Coordinate with Caterer  
Invitations  
Volunteers  
Nadia – large glass containers

Margaret Lynch

Rentals (large white table cloth/ 200 wine glasses/ 2 large cheese serving trays and/ 4 smaller wine serving trays) and Name Tags

Maintenance

**3:00 pm Friday, 1/18/2013**

Please bring three maintenance staff to help move the pool table at the Head's Residence and three flat dollies and remove small round table.

**3:30 pm Thursday, 1/24/2013 Head's Residence**

Please bring and set-up the following items:

1. All kitchen items
2. the large 1 garbage can and 1 Blue recycle can and 1 Red compost can.
3. 50 black padded folding chair and set-up
4. 1 rectangular table.

**9:30am Friday, 1/25/2013 Head's Residence**

Please pick-up:

1. All Kitchen Items
2. All garbage cans
3. All black padded folding chairs

Items from Kitchen

4 - sliced lemons  
100 - clear plastic glasses  
60 - Champagne flute  
150 – Dark green dessert napkins  
Cooler filled with ice

**1 large dessert tray of Lemon Bars**  
**2 Fruit Platters**