

WINES IN THE WOODS

OCTOBER 27, 2007

Volunteer Sign-up Sheet

Road Signage to Event – Put up (and take down) signs on the day of the event directing people to the Pines. 1 person needed.

	Name	Telephone #	Email Address
1	Gene Wycoff		

Wine Glass Set-Up (4 pm) – Unpack and wipe wine glasses, set up at the entrance. 2 people needed.

	Name	Telephone #	Confirm / Shift
1	Lisa Bilgrave		
2	Gene Wycoff		

Transportation of auction items (noon) – Load auction item at Jane Wienberger's house and transport to the Pines (Large vehicles required.) – Unload auction items and place on auction tables 4 Drivers needed.

	Name	Telephone #	Confirm / Shift
1	Curt Harris		
2	Randall Scakerston		
3	Lloyd See		
4.	Ron Catterson		

Wienberger Residence – 29854 Park Village Drive (303-670-9666)

Auction & Vendor Set-Up (4pm) Assist food & wine vendors with set-up of tables. 5 people needed.

	Name	Telephone #	Confirm / Shift
1	Bill Hancock		
2	Bill Schenk		
3	Joan Spaulding		
4	Dick Mund		
5	_____		

Parking (5pm) – Direct guest to parking areas. 4 people needed per hour starting at 5:30 pm. (Interact not available)

Toni Stephens

303-674-2220

Name

Telephone #

Confirm / Shift

5:30 – 6:30 pm

1 George Johnston

2 Brian Aberle

3 Philip Ruin

4 _____

6:30 – 7:30 pm

1 Justin Atkinson

2 Gregg Kissler

3 _____

4 _____

Guest Registration & Guest Check-In (5:30 pm) – Greet and register guest at the front door. Assist computer support people with the collection of e-tickets. 2 tables, 3 people needed at each table.

Name

Telephone #

Confirm / Shift

5:30 – 7:00

1 John SeEVERS

2 Lloyd See

3 Janel Ballantyne

4 Betsy Montgomery

5 Dori Painter

6 Jon & Mary Carlson

7:00 – 8:00

1 Mike & Ann Moore

2 Bob Stilmock

3 Sandra & Jack Kellogg

Coat Check-In (5:30 pm) – Hanging of guest coats (No tagging/ Self-service check out)

Name

Telephone #

Confirm / Shift

5:30 – 7:30 pm

1 Marlea Kerr

3. Flora Kiss-Dozai

5. Bnha Lincan

2 Elizabeth Shenk

4. Miklaila Redorian

Wine Glass Station (6:00 pm) – Hand out wine glasses and programs to guest as they arrive, sell plastic plates. Provide security of glasses & plates. 3 people needed

Name

Telephone #

Confirm / Shift

6:00 – 7:00

1 Todd Bastian

2 Larry Caine

3 _____

7:00 – 8:00

1 Dave & Patti Rommelman

Champagne & Diamond Event (6:00 pm) – Rotarians will sell champagne glasses and process credit card payments. 8 people needed until all glasses are sold out

Name

Telephone #

Confirm / Shift

6:00 – 7:00 pm

Upstairs bar

1 Paul Collings

2 Gail & Chuck Ridings

3 Jim Davis

4 Suzanne Collings

6:00 – 7:00 pm

Downstairs bar

1 Bart & Toni Corfee

2 Ann & Mike Moore

Champagne & Diamond Event (6:00 pm) – Rotarians will sell champagne glasses and process credit card payments. 8 people needed until all glasses are sold out

Name

Telephone #

Confirm / Shift

7:00 – 8:00 pm

Upstairs bar

1 Marsha Walsh

2 Pat Martin

3 Todd Bastian

4 _____

7:00 – 8:00 pm

Downstairs bar

1 Frank Marek

2 Lisa Bilgrave & Husband John

3 Cindy Gordon

4 _____

Runners– These volunteers will assist with auction personnel and help with needs of wine tables and restaurants.

Name

Telephone #

Confirm / Shift

8:00 pm

1 Sam Smith

2 _____

8:30 pm

1 Joan Spaulding

2 Ben Allen

9:00 pm

1 _____

2 _____

3 _____

Cashier & Gift Certificate Distribution (8:00 pm) – Assist Auction Automations personnel with auction item distribution

Name	Telephone #	Confirm / Shift
1 John Seevers		
2 Barb Scripps		
3 _____		
4 _____		
5 _____		
6 _____		

Pack-up (9:00 pm) Packing up auction items, glasses, etc. 6 people needed

Name	Telephone #	Confirm / Shift
Bill Manning		
Sam Smith		
Art Gutierrez		
Dave McDonald		
Mike Moore		
Ann Moore		
Mereth Meade		
Bob Meade		
Gene Wycoff		
Joan Spalding		

Special thanks to Joan for the truck!
Thanks all for participating in this task.

SATURDAY NIGHT

Let's meet at the outside kitchen door with our hand trucks and dollies at 8:50 p.m. and plan to begin at 9:00 – subject to last minute timing of course.

Joan will bring her truck to the kitchen door at that time as well.

Our objective for the evening is to pack EMPTY wine bottles and cardboard and plastic water bottles into the truck.

We will go to all the tables, go through the boxes of empties, ensure they are EMPTY, and put them in the truck outside.

Bottles with wine inside can either be salvaged (take them home if you wish) or dumped. Usually there are a few unopened bottles as well—bonus for you! If there is capacity in buckets at the tables for dumping, fine, but probably expect to dump in the kitchen sinks on the way out. I.e. you will want to put the bottles to be dumped in a separate box on top of your stack and stop in the kitchen and dump them before putting in the truck.

This should go fairly quickly now that we have some people.

SUNDAY MORNING

Thanks all!!

Recycle Crew (9:00 pm) Collect bottles and cartons for recycling. 4 people needed

Name	Telephone #	Confirm / Shift
1	_____	
2	_____	
3	_____	
4	_____	

Recycle Crew Sunday (9:00 AM)

Those who are available on Sunday morning—meet Joan at King Soopers recycling station at 9 a.m. sharp to unload, sort and recycle the bottles and cardboard. This should go quickly as well.

1	_____
2	_____
3	_____
4	_____