

DAILY SCHEDULE

Week of:

tarting date in cell C2. Rows 3 and 4 will automatically update with the correct dates and days of the week.

	Venue Details	Event Details	Volunteer Details	Activity Details	Driver Details
8:00 AM					
8:30 AM					
9:00 AM					
9:30 AM					
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM					
12:00 PM					Uhaul Team leaves
12:30 PM					
1:00 PM					
1:30 PM					
2:00 PM	Venue Rental Starts				
2:30 PM	Mary Gates Hall Set up				Uhaul Team Arrives
3:00 PM	Mary Gates Hall Set up				
3:30 PM	Mary Gates Hall Set up				Food Drivers meet @HUB
4:00 PM	TC/DECOR Set up			Activity Set up	
4:30 PM	TC/DECOR Set up		Volunteers Arrive		Food Drivers Arrive
5:00 PM		Event Starts			
5:30 PM					
6:00 PM				Hongwen SG speech	
6:30 PM				Raffle and thank everyone for coming	
7:00 PM		Event Ends			
7:30 PM		Venue Cleanup			
8:00 PM		Venue Cleanup		Activity Clean up	
8:30 PM		Venue Cleanup	Volunteers Dismissed		
9:00 PM		Venue Cleanup			Uhaul drives back to TC House
9:30 PM					
10:00 PM					Return Uhaul Rental
10:30 PM	Venue Rental Ends				