**Friday April 17th – 10:45-12:00pm**

* Set up serving tables
* Setup Corn Hole boards
* Setup sound system – Rob Eisenmann/Dick Chase
* Caterer delivers food and sets up serving lines
* Vendor delivers and sets up bounce house

**Friday April 17th – 12:00-2:30pm**

* Dinner
* Corn Hole competition

**Friday April 17th – 2:30-3:30pm**

* Cleanup – return tables to building
* Return ice cream freezer to kitchen
* Return sound system

**Saturday, April 18th – 7:15am-8:15am**

* Setup room 245 just like a Deacons meeting
* Pick up breakfast at Keller Donuts
* Make coffee
* Set up breakfast outside of room 245:
  + Food
  + Orange Juice
  + Water
  + Plates, utensils, napkins, cups

**Saturday, Apr 18th – 8:30am-11:30am**

* Meeting – room 245
* Breakout rooms – 241, 242, 243, 244

**Saturday, Apr 18th –11:30am**

* Return plates, utensils, etc. to kitchen
* Leave leftovers for maintenance staff