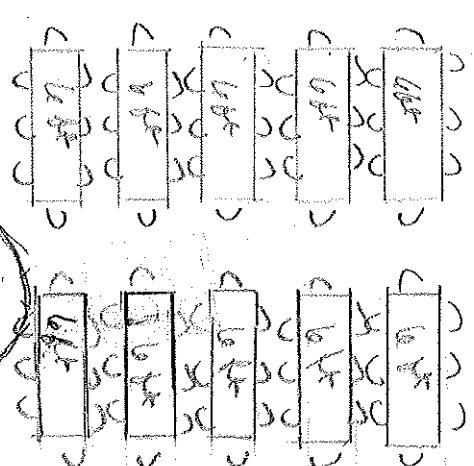


80 chairs →

SPORT COURT

Garbage cans

Round table already at Heidi's Residence.



**2013 End of the Year Faculty/Staff Party - Head's Residence  
Friday, June 7, 2013 - 1:00 PM**

**Maintenance:**

**I need 2 Maintenance staff for setup and removal. Thanks Aloha**

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

80 chairs

1 small podium (not the big one)

16 rectangular tables –

Items Jan has ready to bring over.

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

**4:00 PM:** Maintenance needed to remove tables and chairs, garbage. Admin will help

**Name**

**Items**

**Perfect Pair**

Food - will arrive at 12:00

**Jan Berg & Staff**

3 cases of large plain waters  
30 Bottled Juices  
4 Coolers w/ice

200 clear plastic cups  
200 small white paper plates  
200 white w/ Overlake Crest cocktail napkins  
200 school metal forks

**Aloha**

40 bottles of beer (we have the beer stored at PC)  
6 bottles of red wine (we have the wine stored at PC)  
5 bottles of white wine  
Rentals (thank you Margaret)  
Event Plan  
Send out invitations to all Fac/Staff

**Susan Fine**

Table Decorations

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