

Sign-In Sheet

Key Decisions to Make

Before the meeting ends, aim to confirm:

- ☐ Event date, start/end times, venue, and attendance cap.
 - Specifics: When do volunteers arrive?
 - When do members arrive?
 - When does food serving start?
 - When does the AA Meeting start?
- ☐ Ticket price or admission method.
- ☐ Dinner format: plated, buffet, boxed meal, catered, or potluck.
- ☐ Dietary accommodation process or not?
- ☐ Speaker confirmation, travel, and hotel requirements.
- ☐ Auction rules and time.
- ☐ Raffle rules and drawing time.
 - How many prizes based on attendance cap?
- ☐ Decoration budget and setup access time.
 - Theme is "Reach for the Stars."
- ☐ Sound system provider and microphone requirements.
- ☐ Volunteer staffing levels and day-of shift schedule.
- ☐ Master budget, payment approvals, and who handles cash/card payments.
- ☐ Communications timeline and registration deadline.
- ☐ Committee members who are the team captains.

Role	Responsibilities	Person
Event chair / project lead	Owens the overall plan; chairs meetings; keeps the master timeline; resolves cross-team issues; confirms that all leads meet deadlines; serves as final decision-maker on event day	David Gerisch
Venue and dinner coordinator	Works with the lead chef; confirms room layout, tables, chairs, linens, meal count, dietary needs, serving schedule, beverages, parking, accessibility, setup/cleanup rules, and vendor contacts	
Lead Chef	Organizes the team to cook the meal. Informs Volunteer Coordinator how many volunteers will be needed in the kitchen.	
Speaker liaison	Invites and confirms the speaker; obtains introduction details, travel and hotel requirements, arrival time; hosts the speaker on event day	
Program host / emcee	Runs the public program; welcomes guests; gives announcements; introduces the speaker; explains auction rules; manages transitions; keeps the event on schedule	
Registration and guest-services lead	Manages advance registrations or ticket sales; prepares attendee list, name tags, check-in table, cash box or card-payment option, late registrations, seating guidance, and guest questions	
Baked-goods auction lead	Solicits and receives baked items; records donors; ensures each item	

Role	Responsibilities	Person
	is labeled with ingredients and common allergens; organizes attractive display tables; coordinates auctioneer and winner pickup	
Prize Raffle lead	Solicits prizes and sponsors; maintains an inventory, coordinates drawings, winner announcements.	
Finance and ticketing lead	Builds and monitors the budget; tracks income and expenses; handles vendor payments, reimbursements, cash controls, ticket pricing, auction accounting, receipts, and post-event financial reconciliation	
Decorations and signage lead	Develops the visual theme; sources or makes decorations; creates directional signs, table signs, Auction signage, stage backdrop, and welcome materials; coordinates setup and removal	
Sound and AV lead	Arranges microphones, speakers, mixer, music playback, extension cords, and power; performs a full sound check; has spare batteries and cables available	
Volunteer coordinator	Recruits volunteers; creates shift assignments; provides instructions and checklists; covers registration, setup, Auction tables, room monitoring, cleanup, and runner duties; ensures breaks and backup coverage	
Publicity and	Produces invitations and	

Role	Responsibilities	Person
communications lead	promotional materials; handles email, social media, flyers, attendee reminders, RSVP deadlines, and post-event thank-yous	
Setup and logistics lead	Creates the room diagram and load-in plan; coordinates tables, chairs, signage placement, registration, Auction areas, stage, podium, decorations, traffic flow, storage, cleanup, and waste disposal	