Event Timeline

Liz Ries, Event Planner – 703-431-7215

Heather Leonard, Client Contact – 804-387-4623

Chris McCormick, Coach – 434- 547-8894

Hat Trick Communications

Fundraising Car Wash

Sunday, March 28, 2010

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| Start Time | End Time | Set-Up | Location | Description | Staff |
| **Sunday, March 28, 2010** |
| 12:00pm | 5:00pm |  | Advanced Auto Parts parking lot | Duration of Car Wash | HTC Team |
| 12:00pm | 12:45pm | **Event Set Up:*** Set up table

- raffle- game schedule - poster- cash box - Set up signs with balloons - Position hose, buckets, sponges at  designated stations - Fill up buckets - Assign PEHS soccer players to wash stations  | Advanced Auto Parts parking lot | Pre-event preparations at venue  | (Liz Ries)-Emily, Sydney -Emily, Sydney-AJ, Matt, Heather-AJ, Matt-Liz |
| 12:45pm | 1:00pm | Event planner will assign wash stations to PECS soccer players | Advanced Auto Parts parking lot | Varsity boys and girls soccer team arrival | - Liz  |
| 1:00pm | - |  - Directing traffic - Working table - Holding signs  - Directing event | Advanced Auto Parts parking lot | Start of event- as cars arrive PECS soccer players will begin washing | HTC Team- Matt-Emily- Heather, Sydney- Liz |
| 2:00pm | 2:15pm |  - Station rotation- 1st raffle  | Advanced Auto Parts parking lot | Sign holders rotate- Heather moves to working the table, Emily becomes a sign holder 1st Raffle drawing | - Heather to Emily- Heather  |
| 3:00pm | 3:15pm | -Station rotation- 2nd raffle | Advanced Auto Parts parking lot | Sign holders rotate- Sydney moves to working the table, Heather becomes a sign holder2nd Raffle drawing | - Sydney to Heather- Sydney |
| 4:00pm | 4:15pm |  | Advanced Auto Parts parking lot | - Matt gathers Heather and Emily from holding signs- PECS soccer team finishes washing cars-Count donations | - Matt- PECS soccer team-Emily |
| 4:15pm | - | Event planner will thank the PECS soccer players for participating in event. | Advanced Auto Parts parking lot | PECS soccer team departs event location | - Liz |
| 4:15pm | 5:00pm | **Event Breakdown:** **-** Take signs down - Clean out buckets - Clean up sponges and hoses - Clean up table - Clean up any trash in parking lot - HTC team thanks Advanced Auto | Advanced Auto Parts parking lot | Post-event breakdown at venue |  (Liz Ries)-Sydney-Matt-AJ-Heather, Emily-HTC Team |