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 holder  2nd 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 |