<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9:00 am</td>
<td>Small group of board members go to setup at Bellows in Gerriet’s car (leave Moore at 9am, get to Bellows by 10am or earlier) Setup check-in location for ALL people to check in and pay if needed</td>
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</tbody>
</table>
| 10:00am BUS (no drivers) Juan and Tammy will each go in one of the buses | Big group with **buses will be leaving Moore by 10:00 at the latest**, arrive at Bellows around 11:00am  
- Juan will make a list of all people who will be coming on the buses (big and accessible bus). **Be at Moore Hall by 9:30am** |
| 10:00am – 11:00am | Preparation (auction, silent auction, games, etc.)                                                                                       |
| 11:00-11:30  | 1<sup>st</sup> WINDOW to enter Bellows (people arriving on their own)                                                                       |
| 11:00am      | Everyone else arrives FREE TIME until Welcome Message at 12:00 (be back by 11:50)                                                          |
| 12:00        | Welcome message (SLSSA presidents and Graham)  
- Stress safety and notices (wear sunblock, stay hydrated, if you swim we are not liable so be safe, etc.) |
| 12:10-1:00pm | Introduction, Icebreaker Games (Social VPs)                                                                                              |
| 1:30 – 1:50pm| **2nd Window to enter Bellows (people arriving on their own)**                                                                           |
| 1:00pm – 1:50pm | Lunch (everyone on their own for lunch)  
Make announcement that people NEED to be back at |
<table>
<thead>
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<th>Time</th>
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<tbody>
<tr>
<td>2:00pm – 4:00pm</td>
<td>Academic Panel (Academic VPs)</td>
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<tr>
<td>3:30-4:00pm</td>
<td>3rd group (LAST GROUP) can arrive at Bellows to be let in (Anyone arriving after can call Juan to be let in)</td>
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<td></td>
<td>Juan will go with Mark to let people in at gate with Gerriet’s car</td>
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<tr>
<td>4:00-4:15</td>
<td>Group Picture</td>
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<tr>
<td></td>
<td>- Do group picture on deck with SLSSA banner</td>
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<tr>
<td>4:15pm – 6:00pm</td>
<td>Free time (games, leisure)</td>
</tr>
<tr>
<td>5:30-6:00pm</td>
<td>Set up for dinner</td>
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<td></td>
<td>Board members need to help setup with food and serving and auction (Lisa, Brandon, Marissa, Juan)</td>
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<td></td>
<td>- At least 2 people will go to Keneke’s (on base) to pickup food and bring back</td>
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<tr>
<td></td>
<td>- Will pickup food at 5:30pm</td>
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<td></td>
<td>- People can volunteer to bring dessert (try to bring non-perishable goods if possible)</td>
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<tr>
<td>6:00pm</td>
<td>Start dinner</td>
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<tr>
<td>6:30pm</td>
<td>Auction Starts (Explain auction, distribute auction sheets and pencils/pens)</td>
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<tr>
<td></td>
<td><strong>Volunteers:</strong> (Hami, Sunhee, Monica, Tammi)</td>
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<tr>
<td></td>
<td>Hami will be entering data to excel file</td>
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<tr>
<td></td>
<td>Sunhee and Monica will run around collecting bid forms from winners</td>
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<tr>
<td></td>
<td>Aurora and Tammy helping Hami organize bid forms</td>
</tr>
<tr>
<td>8:30pm</td>
<td>Graham, Michael, and Brandon will do closing message (let everyone know who is leaving on the bus where to meet and how much time they have to get to bus)</td>
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</table>
Begin wrapping up (cleanup)

**People will need to be ready to leave at 8:40, bus back to Moore Hall leaves with Tammy at 9:00**

People who are staying can probably do most of the cleanup
- Make sure people who are staying over know to bring their toiletries and sleeping gear (blanket, sleeping bag, pillow, etc.)