

Volunteers for 2025 Black History Month Celebration Event

(Friday, February 28th, 5:30 pm – 8:30 pm)

What needs to be done:	Day/Time:	Volunteer names:
Decorating hall and foyer Setting up tables and chairs in lobby and foyer area	Thursday 11:00 am	1. 2. 3. 4. 5. 6.
Dressing tables in auditorium and lobby Dress food tables in lobby and welcome table	Friday morning	1. 2. 3. 4.
Make and prep coffee/tea table, set out and arrange deserts	Friday - 4:30 pm	1. 2.
Serve food at the buffet table	Friday - 6:00 pm	1. 2. 3. 4.
Bar (non-alcoholic drinks)	Throughout event	1.
Replenish coffee/tea/deserts	Throughout event	1. 2.
Welcome guests – manage tickets & money	Friday - 5:15 pm	1. 2.
Clean-up <u>during</u> event, take out garbage, do dishes, pick up empty plates & cups	Throughout event	1. 2. 3. 4.
Clean-up <u>after</u> event, take down decorations, take out garbage, do dishes, clean kitchen, put away food, collect and bag tablecloths for laundering	8:30 pm	1. 2. 3. 4.
Tear down – put tables and chairs back into storage room	8:30 pm	1. 2.
Close down audio/video system, lock doors, shut off all the lights, activate alarm	8:30 pm	1.

Please contact Claire at Claire.Soucy@Unifor.org at your earliest convenience advising if you are able to help out.