

Outing Theme	(theme here)
Outing dates	(event dates here)
TRIP CHAIR:	(trip name here)

DUTY ROSTER (Friday-Saturday)

We NEED YOUR HELP to make this outing a success!

GENERAL	Persons required	Volunteer
1 Pick up and pay for beer keg and bring to marina cooler	1	
2 Purchase soda & water for Saturday: Qty: soda cases () Water ()	1	
3 Purchase 2 Costco size bags of Charcoal	1	
4 Photographer(send photos to webmaster@fun-and-sun.org)	1 of 2	
	2 of 2	
6 Reporter (send write-ups to newsletter@fun-and-sun.org)	1	

Friday EVENING	Persons required	Volunteer
7 Drive truck/ trailer (manual transmission!) to F-loop (by 7:00 pm)	1	
8 Set up extension cords & lights, etc. (before 7:00 pm)	1	
9 Purchase 2 bags of ice for Shooterville	1	
10 Set up & bartend Shooterville (9:00 – 11:00 pm)	1	
11 Get BBQ and bring to F-Loop (Fri pm or Sat am)	1	

Saturday MORNING	Persons required	Volunteer
12 Staff Trailer for equipment checkout (7:30 - 8:00 am)	1	
13 Picnic Table Crew (7:45 am at F-Loop)	1 of 5	
	2 of 5	
	3 of 5	
	4 of 5	
	5 of 5	
14 Clean Up Shooterville & load into trailer (before 8:00 am)	1	

Saturday EVENING	Persons required	Volunteer
15 Staff Trailer for Sat. check in (6 pm) & Sun. checkout (7:30-7:45 am)	1	
16 Purchase 12 bags of ice AND PICK UP keg from Marina cooler	1	
17 Ice down soda & water, and set up keg / beer box	1	
18 Help Trip Chair with Decorations	1 of 2	
	2 of 2	
19 Set up & light BBQ (before 6:00 pm)	1	
20 Prepare & cook the group's dinner	1 of 4	
	2 of 4	
	3 of 4	
	4 of 4	
22 Spin doctor (DJ music 7:00 - 11:00 pm)	1	
21 Set up / Take-down Stereo (set up by 7:00 pm, take down @ 11:00 pm)	1	
23 Clear trash/recyclables from tables (after dinner)	1 of 2	
	2 of 2	
24 Save or throw away all leftovers	1 of 2	
	2 of 2	
25 Soak containers/utensils/BBQ tools (after dinner)	1 of 2	
	2 of 2	
25 Bartend Shooterville (9:00 – 11:00 pm)	1	

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DUTY ROSTER (Sunday)

Clean up & put away should be supervised by the Trip Chair

Sunday MORNING		Persons required	Volunteer
15	Staff Trailer for Sat. check in (6 pm) & Sun. checkout (7:30-7:45 am)	1	
26	Clean BBQ /break down propane cooker (before 7:45am)	1	
27	Picnic Table Crew (meet at 7:45am at F-Loop)	1 of 5	
		2 of 5	
		3 of 5	
		4 of 5	
		5 of 5	
28	Load paper plates, napkins, cups, coolers, soda, etc into truck (before 8 am)	1	
		2	
29	Clean beer box equipment, load into truck (before 8:00 am)	1	
30	Clean Shooterville, load into trailer (before 8:15 am)	1	
31	Return keg to marina walk-in refrigerator or back to Lumberyard	1	
32	Take leftover ice chest to marina for lunch (boat crew) ALSO PLEASE bring back to Truck at end of day	1	
33	Clean pots & cooking utensils & put away (before 8:am)	1	
		2	
34	Haul BBQ trailer back to MID (need trailer hitch)	1	
		2	
35	Put away extension cords & lights (before 8:15 am)	1	
36	Final grounds check (before 8:15 am)	Trip Chair	(trip name here)
37	Bring large cooler back to South Bay for next Trip Chair (Event)	1	

Sunday AFTERNOON		Persons required	Volunteer
37	Staff Trailer for equipment check in (by 4:30 -NO LATER)	1	
38	Drive Truck / Trailer (manual transmission!) - back to marina (after 5:30 pm)	1	
		2	

Special Duties for This Outing		Persons required	Volunteer
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