

75th Celebration
 March 18, 2012
 Responsibilities/Committees

	A	B	C	D	E	F	G
1	Committee/ Responsibility	Sister	Sister	Sister	Sister	Comments	Time to Arrive
2							On March 18
3							
4	Set-up chapel	Nancy Thompson	Naomi Hay	Sylvia Kubic	Sue Crowder	Diagram provided; check w/Celebration committee	12:30 p.m.
5		Kay Swanson					
6							
7	Serve punch/food	Betty Lee	Angie Neeley	Bobbie Blackshear	Harriet New	Serve @ 1/2 hour each (2 will serve first hour)	2:00 p.m.
8		Nancy Thompson	Kay Swanson	Joy Billings	Allison Hodges		
9	Take-down chapel	Marcia Brown	Barbara Graham	Jennifer Wright	Karen McCuiston	w/ Celebration committee	Prior to 3 pm
10		Debbie Erwin					
11	Photography	Mary McLain	Milton McLain			Candid and posed; Group photos; speaker; singer	Prior to 2:30 or as needed to set up
12							
13	History	Kay Schwieger	Nancy Klein	Bobbie Ruth Hodges	other if needed	Others as assigned. Responsible for presenting or written	Prior to 2:30
14	Devotion	????					
15						brief history at the Celebration	
16	Food	Patsy Williamson	Sara Jo Hudson	Marion Mossburg	Susan Grow	Food preparation	As indicated by Patsy Williamson
17		Lavene Guthrie	Carole Russell-Humble	Carolyn Attaway			
18	Invitations/napkins	Patti Skates	Serie Bland				
19	Save the Date &	Serie Bland					
20	invitations mailings/						
21	e-mails						
22	Name tags	Janice Nelms	Serie Bland	Patti Skates			
23	Program/Song lyrics	Janice Nelms					
24	Guest Book/distribute	Betty Fassnacht	Janice Payne	Robin Scruggs	Pat Varnell		Prior to 2:15
25	name tags						
26	Publicity	Patti Skates	Serie Bland				
27	Music	Patti Skates /Patsy W.string quartet	Stefanie Wittler	Pat Plunkett (DKG song)			Prior to 2:45
28	Greeter	Aaron Shoemaker				Confirmed by Patti Skates	Prior to 2:30
29	Flowers/petals	Sara Jo Hudson				Fresh red roses/petals	
30	Tablecloths w/	Janice Nelms				From Central HS/Need for food table, punch table,	
31	long skirts					Guest book/name tag table	
32	Plates, cups,						
33	trays, table set-up,	Patsy Williamson				From Brainerd UMC	
34	silverware						
35	Greeting & "Look to the Future"	Patti Skates				"Motivate-Move-Momentum"	
36	Powerpoint	Serie Bland					

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37							
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