**Thank you for your help with this year’s annual meeting at the Cloquet Senior High School**

**Kate Mason 218-591-5384**

**Jaxie 218-576-6082**

**Set Up 3:30 pm – 5:15 pm**

Michelle, Janell, Mikayla, Crystal & Kelly: set up sign in/gift table

Text Kate if you will be late 218-591-5384

\*\*Sign in table will be down the hall from the cafeteria door the hallway with white brick walls). We will setup chairs outside the cafeteria for members to use before the meeting starts. We will open the doors to the cafeteria once the seminar has concluded. NCU Logoed tablecloths for these tables.

Sign in & gift tables: pens, sign in sheets, tablet with member list, drawing slips, drawing box, lanterns, kids goody bags, raffle tickets & 2 NCU blankets

Set up food and coffee tables, B&B will be bringing in the coffee and bars at 4:30 pm. Make sure tables that members are going to sit at are clean. (Clorox wipes are packed). Plain green tablecloths

Head Table. One table on either side of the podium with space to one side of podium for interpreter. Plain Green tablecloths for tables on either side of podium. Hang banner behind the podium.

**Sign in/gift table 4:45 pm – 7:15 pm**

2 tables, each table should have 2 employees

Anna, Crystal, Tracy & Heather: make sure everyone signs in (including staff). everyone attending can register for the cash prizes, receive a gift

Each person attending:

Fill out sign in sheet (**MUST be PRIMARY ACCOUNT HOLDER** -see member list on tablet)

Receive Annual Meeting Booklet (everyone)

Receive Gift (everyone. Adults = lantern, Kids = Bag)

Receive Raffle ticket for blanket/mug prize drawing (everyone)

Registration Slip to fill out for $$ prize drawings, just name is fine. Need to be present to win. (everyone)

KEEP THE MEMBERSHIP LIST SUPER SECURE!!!!

 **Food and Beverage 5:15 pm – 8:30 pm**

Tina & Donna: B&B will be bringing in the coffee, water, and bars. Make sure water cooler is stocked

**Photos 6:30 pm – 8:00 pm**

Mikayla: be ready to get your photography on 

Please get a photo of the following speaking: Doug, Jeff, Vicki, Ed (seminar), Seminar Speaker, as well as employees mingling, members mingling

**Drawing handouts 7:30 pm – 8:00 pm**

Krystal: be ready to get your Vanna White on

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During Meeting: please help write member names from the FW and ML locations on drawing tickets to include in the basket with Cloquet’s for the $$ prize drawing

As soon as meeting concludes, proceed to the podium with Kate to pull and announce prize winners. One at a time, I’ll have you bring the basket around to our board members at the head table to pull a winner, you can hand the slip to me, we’ll announce winner, smile and wave, we’ll all clap and…..moving on to the next. I’ll let you know when we only have one left, so we don’t pull too many. Good times 😊

**CleanUp 8:00 pm – 9:00 pm**

Janell, Mikayla, Jodi, Jackie & Kate Marine: pack everything back up into the totes, help bring out to the van. Make sure the tables are clean. Clean up the food and beverage tables. Any bars remaining can be divided up and brought to each Cloquet office.