

Derelict Job Roster

People who are on this Roster

Event Manager: Campbell Ballantyne

Committee Member section Managers : Michael Birch, Daniel Tibett, Chris Ward, Sarah Treloar, Xavier Cornwall, Steve Collins

Please confirm with each person in their section they will be there and report staff issues to Campbell by 29th July

Volunteers who paid reduced fees: Jessica Whiteaker, Kane Gravelle, Mary Hikumuah, Monique Latch, Virak Bhagatwala, Peter Talikowski

Please talk to the committee member in your section by Wednesday 28th of July so we know you will be there.

Set up – meet at club house 10am Friday 6th August

Should take about 90 minutes and is done in the morning so drinks can freeze.

Leader - **Michael Birch** – committee member with key will lead team and take delivery of drinks machines

On site consultant – Dan Tibbett – as he did a cracking job last time

Assistants: **Kane Granville and Peter Talikowski**

Tasks.

- Set up chairs in same fashion as last event. i.e row of chairs round the edge and few standing tables in the carpeted area. Dance floor clear and excess chairs stacked at the back end of the room.
- Rope off verandah area
- Wipe down any tables
- Vacuum if required.
- Take delivery of slushy machines fill so they have time to freeze.
- Make sure all spare slushy stock is in a fridge so when used it will freeze fast.
- Fill one esky with \$3 beers and one with \$5 beers put ice on top.
- Stock fridge in club house with soft drinks and misc drinks such as UDL's in case some one wants some
- Set up and test music system.
- Supply the room with as many as possible lined bins in strategic places.

Music System – Chris Ward. To be in club house by Thursday 5th August if possible. Including microphone

Drinks Purchase – Campbell – will arrange delivery of drinks machines to set up crew and have the beer in the committee cage before that time.

FOOD – Campbell to arrange collection at 7:30 – collect pizza **Misty**

License Xavier also to get a copy of RSA's in a file in the club house and register of training doc's. We will need Steve and Hamish

Bar Manager – Steve- serve drinks and coordinate beverage assistants below as required

Food / Beverage and Door assistants – Monique Latch (not to serve beverage) and Hamish Mason (Has RSA)

Tasks

- Staff the door 7:30 – 10pm
- Collect \$10 a person from 8pm til close. Stamp every who has paid or got in for free
- Put some of the pizza's misty delivers around the room for consumption – keep the others warm using warmer or oven and keep them flowing as numbers increase.
- Put left over Pizza in warmer to serve through out the night. – License will say we must serve food all night so make sure we have at least a little left. If we are down to our last pizza they will be \$3 a slice.
- Assist bar manager with any restocking needed to be done.
- Act as a glassy keeping room tidy and bins empty.
- **Hamish** to assist with drinks service as he has RSA training

Clean Up

Manager – Committee member rostered on lock up person TBA

Assistants:

Jessica Whiteaker, Mary Hikumuah, Virak Bhagatwala,

Tasks:

- Make the club house presentable for football the next day.
- Empty and re line all bins
- Vacuum
- Mop behind bar
- Wipe all tables.