

| To Do | Who Will Do | Status |
|---|--|--|
| Music | Maria/Brian | Done |
| Food- Lolinda-3 appetizers and dessert | Patricia | Done |
| Food – grapes and strawberries | Maria | from Bi-Rite |
| Food-Pera’s dolmas&hummas and Pita | Jean | from Pera |
| Water & sparkling Water | Maria | from Bi-Rite |
| Wine2 cases of whits | Jean | from The Wine House |
| Wine- red | Maria | 2 bottles |
| | | |
| Make History Posters | Jean | Help from Judy Leung and Priscilla Scala |
| Coordinate history talk with Peter | Jean | |
| Sign up host committee | | done |
| Sign up Sponsors | Jean/Kim | Kim sent email and attached letters |
| Raffle Ticket prize | April | Mission Pony |
| Chairs | Jean | 50 chairs from Church |
| Wineglasses | Maria | Will purchase from IKEA |
| Small plates and napkins | Sheldon | Will purchase from party store |
| Utensils | Jean | Have clear plastic knives forks spoons |
| Flowers | Sheldon | Will bring on Tuesday after purchasing from flower Mart and arranging |
| little electric Lights for stairs | April etc, | electric lights in bags |
| Little bags for lights | Maria | will purchase at IKEA |
| Table for sign-in | JR | will bring |
| Name tags | jean | will print |
| create Mail Chip Emails (STD and invite) | Dianne, Michael,Jean | Save the Date sent |
| create eventbrite invite | Jean | done |
| Create Program | | |
| Email Save the Date (STD) | Jean | done |
| Email Invite | Jean | done |
| Announce fundraiser at events: Potrero Boosters (Sept 30) Potrero Hill Festival (Oct 18) Potrero History Night (Oct 25) Fallen Bridge Opening (Oct 25) PDMA meeting (Oct 14) Mission Creek Merchants (Oct 21 9:30-10:30) NEMBA (Oct 30) | Jean Jean, Dianne Jean Jean, will Dianne Dianne | done done done happened, but not much talk done missed This Thursday |
| donor list from Stephanie Linder | Jean | done- |
| insurance | Jean from SFPA | Done |
| donation bowl | Maria | Will purchase from IKEA |
| SQUARE setup | Jean with SFPA | Done |
| Room “private” signs | Michael | |
| Flyer | April | done |
| Flyer distribution | Jean | passed out at history night |

| | | |
|---------------------|---------------|---------------|
| get raffle tickets | Jean | done |
| Table for projector | JR or Michael | |
| Table for model | | |
| Coat rack | April | |
| Posters to Sheldon | Jean | By November 4 |
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List of what we might bring:

Wine glasses, wine, projector screen, projector, three tripods, posters (Jean)
bowl for raffle ticket(Maria), small table for entryway(JR), signs for privacy (Michael)

Here are some things that I think we need to complete on Sunday:

- rearrange the furniture the way it should be on Wednesday.
- Locate all the posters in the position that we want them to be in on Wednesday.
- Test the PC projector and sound and see if it's adequate. Projector should be on the table that will also hold the model.
- Determine where flowers will go.
- Agree on where Brian Hill will play. Chair?
- Decide how the food and drink will be laid out
- Figure out where to put signs about raffle items. Mission pony tour is one item. Briny Doyle offered me two handmade little girl dresses that her mother just brought from Australia, Oona Nelson offered me a certificate for classes at Centered Body Pilates
- Nametags.
- Guest List

We also should decide on what jobs the steering committee members will take on during the event:

- collecting tickets at the gate
- selling tickets at the door(it might be too dark at the gate)
- pouring wine and water and making sure the drink table is managed
- selling raffle tickets
- helping set out the chairs when it's time for Peter to talk
- pulling the raffle tickets out of the bold and calling out the winners