



Set Up

Thursday- 1:00-5:00

Tasks to be completed

- Tablecloths and runners need placed on each table.
- Centerpieces need to be placed.
- Quiet room needs to be set up with toys, lamps, blankets, headphones and pillows.
- Crowns need assembled.
- Frames need folded.
- Participant favor bags need to be filled with crowns/tiaras.
- Repite room needs to be prepared.
- Plants unloaded and arranged.
- Tables need to be set with silverware.
- Create balloon arches.
- Stanchions placed inside.
- Hair and make up station arranged.
- Shoe shine station built.

Friday Prep- 8:00-3:00

Task to be completed

- Light archway needs built and wrapped with lights.
- Red carpet rolled out and vacuumed.
- Signs placed.
- Registration tables arranged.
- Outdoor stanchions placed.

Team Lead

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