



CREATIVE CREW

The Creative Crew prepares and decorates the venue before the event.

Main Responsibility: Make sure venue is set up in advance of each event

A container with your Crew Name will be available in kitchen and will have everything you need to set up your area.

Things to Do:

- Assist in bringing supplies to the event location, if requested
- Assist in unloading supplies
- Place posters/signs at strategic locations
- Place plastic covers on tables
- Place centerpiece on each table, if necessary
- Place supplies, decorations, games, if necessary, at designated locations
- Place napkins, plates, and other serving items on food tables
- Ensure entertainment is ready to go

Coordinator: President and VP of Events and Activities

Needed: Two (2) volunteers working together with the coordinators to prepare the venue