

Helpers for ANI Triv Night - 14 November 2025

Please add your name next to any of the tasks highlighted in blue - (a minimum of 3 required per task)

Task	Helpers name:
1) Set up MPS from 5:30pm	
Put bleachers away, screen down for triv questions, and microphone tested.	Scott Libby Thorp
Put drinks in the fridge to cool.	Libby T
Set up, around the side of the MPS on tables, the silent auction items with their bidding sheet and pen.	Libby T
Place tablecloths on 20 tables (if we have 20 teams) and 8 chairs per table around in hall for the Triv night that starts at 7pm (need to be completed by 6pm).	Libby T
Number tables with the team name or group. Lynley to provide.	Libby T
Use registration table from Jubilee and display memorabilia: • Pack of cards and free pen: \$10 • Pre-order the ANI Jubilee Edition Year Book \$25 • Pre-order the ANI Jubilee Edition E-Book \$15	Libby T
Use 20 cheese platters (with cheese knives etc) for the tables. Put any leftovers from the afternoon function on the cheese platters.	Libby T
Put plastic glasses on each table with 2 pens, paper, serviettes and a jug/bottle of water.	Libby T
Help Gabby, Bar Manager, to set up bar - display taxi signs. Lynley to print.	Martin Kiroff Libby T
2) At 6pm	Martin Kiroff
At 6pm put cheese platters on each table with 1 goody bag per table.	Libby T
3) At approx 7:30pm	Ingalise Jensen Martin Kiroff
Help with the Heads and Tails games, 2 in the night. Collect money from guests and give the winner a bottle of wine.	
4) At 8:30pm	Ingalise Jensen Martin Kiroff
Distribute pizzas when they arrive: 8:30pm - 9pm.	Amber Chen - 8-10pm
5) At approx 10pm	Martin Kiroff
Once the silent auction closes, Jason will stand on stage and announce the successful winners. PTA to collect money and give prizes to winners.	
Announce winners of Triv Quiz: Prizes for: 1st place, 2nd place & 2nd to last.	

After everyone has gone: • Collect tablecloths in a black bag for washing • Fold tables & stack • Stack up chairs • Take down decorations • Remove rubbish • Tidy kitchen and MPS for cleaners to sort 8am Saturday morning	Ingalise Jensen
Ask cleaners to come in 8am on Saturday morning	Scott

Natalie can help from 5pm
 Nicola can help from 5.30pm