

SLAM Christmas Event Roles and Responsibilities

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ROLES	WHO	NOTES
Coordinating Santa's Arrival	Remoni	33
Coordinating Fifth Note	Shanika	
Coordinating with Venue	Dinoo, Narendra, Nandika	
Sponsorships	ALL	
Printing tickets	Narendra, Anuradha	
Decorating Hall (Christmas tree, backdrop, Santa's chair)	Remoni	Remoni has all decorative items for this task
Who will arrive at the hall before event (AM)	Shanika	
Who will arrive at the hall before event (approx 4PM)	Remoni	
Coordinating w/ Sound Technician		
Event Reminder (emails, FB posts)	Remoni	
Finding door prizes	ALL	(everyone find ONE door prize each)
Organize prizes for dance competition	Remoni	
MC's rehearsal, script, etc.		
Coordinating w/ carolers DAY OF	Remoni	
Christmas playlist (background music, santa's arrival) ON USB	Remoni	
Coordinating Cotton Candy (table w/ plug point)	Remoni	
Coordinate with photography/videography for SLAM FB Page	Kavisha	
