

MEMO

DATE: Sept. 14, 2017

TO: Event Staff

FROM: Kiana Hancock, Public Relations Representative

RE: Alumni Tailgate

As you all know, the ODU vs. UNC game is on Sept. 16. The alumni tailgate will start at 12:30 p.m. at Kaufman Mall. Below are the staff assignments:

1. Joy – Guest greeter: greet all guests as they arrive; direct guests to registration
2. Karen – Registration management:
3. Ashley – Event supervisor: Oversee all aspects of the tailgate
4. Harold – Volunteer coordinator: manage and monitor volunteers; maintain volunteer database
5. Kristyn – Swag table coordinator: run table and hand out swag to guest
6. All – Set up and break down

Our ODU vs. VT Tailgate Party is on Sept. 23 and will be on the campus of Virginia Tech.

Thank you for your help. Please let me know if you have any questions.