

Schedule for Event (Tuesday, Oct 29th, 7-9)

<i>Time</i>	<i>Task</i>	<i>People</i>
6:15 pm – 6:30 pm SER Office	Meet at the SER office Pack up stuff into cars	1. Prof Laganas
6:30 pm – 7 pm Setup at the Bark	Setup the tables and displays Check the mics and sound system Set up Projection (movie playing in the background - no noise)	1. EVERYONE
7 pm - 7:20 pm Event start: mingle, tarot reading, etc.	Dr. Caputi tarot readings begin at 7:15 Let people arrive and settle into event	Regan - Dr. Caputi assistant Heather - MC
7:20 pm – 8 pm Open Mic Reading	Start the reading - MC intro (MC welcomes everyone, lets them know about the auction, bake sale, tarot reading, trivia, and introduces the first reader)	<u>Readers:</u> Renee Roberts Kate DeLay Lamar Wilson (Matt does this) Skip Horack
8 pm – 8:10 pm Intermission/setup	Break for 5-10 minutes Let people know that Trivia is coming up! (Start early if possible) (up to 3 in group)	John, Emmy and Kayleigh start getting trivia slips together and presentation on the projection

8:10 pm – 8:40 pm Trivia	Trivia MC explains the rules. Trivia volunteer hands out slips of paper and pencils/pens 3 rounds, 5 questions each Hocus Pocus, Classic Lit, Horror Movies	Heather is MC for trivia John, Emmy and Kayleigh helping
8:40 – 8:45 pm Intermission/setup Last call for auction and bake sale	Count up trivia scores, announce winners, give prizes Remind people about the auction and bake sale - LAST CALL	MC Heather
8:45 – 8:55 pm Costume Contest Vote	Decided by applause and judges! <ul style="list-style-type: none"> - Three categories <ul style="list-style-type: none"> - Hocus Pocus - Scariest - Funniest 	Announcing: Heather MC Judges: John, Emmy, Kayleigh (Emmy will be in costume, may need alternate judge) Matthew runs slideshow
8:55 - 9:00 Closing Remarks & Auction Hand Out	Get everyone their stuff for the auction. MC thanks everyone for attending	Annabelle handling auction hand off <i>**might need assistance if in costume contest</i>
9:00 - 9:30 pm Clean-up Drop off supplies and decorations at office	Clean-up and drive supplies back to office	Prof Laganas drives back to office (plus others if needed)