

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

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

<b>8:10 pm – 8:40 pm</b>  <b>Trivia</b>	<b>Trivia MC explains the rules.</b>  <b>Trivia volunteer hands out slips of paper and pencils/pens</b>  <b>3 rounds, 5 questions each</b> <b>Hocus Pocus, Classic Lit, Horror Movies</b>	<b>Heather is MC for trivia</b>  <b>John, Emmy and Kayleigh helping</b>
<b>8:40 – 8:45 pm</b>  <b>Intermission/setup</b>  <b>Last call for auction and bake sale</b>	<b>Count up trivia scores, announce winners, give prizes</b>  <b>Remind people about the auction and bake sale - LAST CALL</b>	<b>MC Heather</b>
<b>8:45 – 8:55 pm</b>  <b>Costume Contest Vote</b>	<b>Decided by applause and judges!</b> - Three categories - Hocus Pocus - Scariest - Funniest	<b>Announcing: Heather MC</b> <b>Judges: John, Emmy, Kayleigh</b> (Emmy will be in costume, may need alternate judge) <b>Matthew runs slideshow</b>
<b>8:55 - 9:00</b>  <b>Closing Remarks &amp; Auction Hand Out</b>	<b>Get everyone their stuff for the auction.</b>  <b>MC thanks everyone for attending</b>	<b>Annabelle handling auction hand off</b> <i>**might need assistance if in costume contest</i>
<b>9:00 - 9:30 pm</b>  <b>Clean-up</b> <b>Drop off supplies and decorations at office</b>	<b>Clean-up and drive supplies back to office</b>	<b>Prof Laganas drives back to office</b> (plus others if needed)