

Dear Chamber Members,

The Recognition Luncheon is quickly approaching and we need assistance from all of you. There will be work to do on Monday, Tuesday and Wednesday.

- **Monday at 2:00** we will begin stuffing the gift bags – the more hands the quicker the job. It shouldn't take more than a couple of hours if there are enough people to assist.
- **Tuesday at 1:00 – 3:30** There is a theater group using the stage at 4:00 p.m. for rehearsals in Matz Hall. we will begin getting the room ready for Wednesday. Tables should be set up already but may need a bit of readjusting. Then we will set all of them, place the gift bags, and arrange things on the stage, and any other things that need doing. Again this takes much less time if more are helping.
- **Wednesday at 10:00** we need all of you there if possible. There are quite a few positions that need filling for the Luncheon.
 - **Bartenders – Steve Hirsch and John Bradley have already volunteered for this assignment.**
 - **Several people for the Garden Room to assist with directing people to the Name Badge Table and the Silent Auction. (Doors will not be open to Matz Hall until 11:45)**
 - **People to assist with the Fashion Show line up and signage.**
 - **One or two people to spot the honorees and get their corsages or buttonneers to them.**
 - **Other duties as assigned – There are always last minute things that need to be done, so we need as many of you as possible to be there to lend a helping hand.**
 - **Plan to check-in with Karen Templeton who will be in charge of volunteers instructions.**

Please email your responses asap to the Chamber office. Let us know what days you will be there. Make your commitment NOW – WE NEED YOU. We will remind you again before the luncheon, but we need your commitment now.

Thank you and it is always fun to work together. See you Monday, Tuesday and/or Wednesday.

ALSO, please remember that we need silent auction items.

The Recognition Luncheon Committee (Eve Bremen, DeDe Kern, Jean Wright, Carla Solar, Peggy Swartchild, Karen Templeton) and the Chamber Staff