

Recognition Lunch Volunteers Wanted  
Monday, Tuesday and Wednesday  
April 4, 5 and 6, 2016

**Monday – April 4, 2016**

**Packing Gift Bags – lots of fun!**

1:00 p.m. (Work an hour, work 3 hours. Any amount of time is helpful)  
Winnetka Community House (in Matz Hall – the theatre)  
620 Lincoln Avenue  
Winnetka

**Tuesday, April 5, 2016**

**Setting tables for the lunch – tablecloths, napkins, glasses, silverware, coffee cups**

**Placing gift bags on tables**

1:00 p.m. (Work an hour)  
Winnetka Community House (in Matz Hall – the theatre and in the Garden Room)  
620 Lincoln Avenue  
Winnetka

**Wednesday, April 6, 2016**

**Day of the Lunch**

**Set-Up for the lunch – re-set tables according to the number of attendees assigned to each table**

**Alphabetically laying out nametags for all attendees that includes table assignments**

**Check-In – collect money and distribute name tags for un-paid attendees**

**Bartending**

**Assisting guests with finding their tables**

**Assisting the photographer with honorees – gathering honorees together for photo session**

**Check-out for Silent Auction**

**Removing all centerpiece flowers from tables and delivering to Garden Room for re-sale.**

**Clean-Up – remove all tablecloths from tables.**

**Remove all signage placed around the community house**

9:30 a.m. – 2:30 p.m. (any amount of time you can spare will be appreciated)  
Winnetka Community House (in Matz Hall – the theatre, and the Garden Room)  
620 Lincoln Avenue  
Winnetka