

# Mountain Magic Leader Weekend Jan. 24-26, 2020

## Decorations Committee Operations Manual/Timeline

Carol Townley (Co-chair & silent auction), Frances Parks (Co-chair & silent auction), Jeanenne Adams (decorations),  
Rebekka Rogers (decorations), Marie Wright (Patch)

**Budget** (130 people)

Patches \$260 (\$2 per person)

SWAP Necklace \$130 (\$1.00 per person)

Decorations \$300

**March:** Decide what type of swap necklace we want, price out and purchase materials needed. Start putting them together. Decide on the backdrop for the photo booth. Divide up decoration responsibilities for large items.

**April - January 15:** Purchase/make decoration items for use on the tables, doors, outside entrance and photo booth areas. Pack up the decoration items when they are finished and fill out a silent auction sheet for each item which will go into notebook for Carol.

**December 5:** Order patches

**Thursday, January 23:** Make sure all decorations items are packed. Pack the tool box with needed supplies for setting up. Arrive at camp early afternoon, unpack and begin setting up the photo booth area and decorations.

**Friday, January 24:** Finish setting up the decorations, must be done and area cleaned up by 3pm. Submit receipts for reimbursement.

**Saturday, January 25:** Decorate "Misty" when brought in from road.

**Sunday, January 26:** Have announced at breakfast that from 12:00 to 12:40 we will have our silent auction for the decorations, see Carol or Frances for items, no items are to be picked up until 1:30 to allow us time to gather and calculate sales.

After breakfast, begin taking down decorations packing up the items we keep for future weekends and placing items to sell on tables with their silent auction sheets and tag sheet and item with a number. From 12:40 to 1:30 Carol and Frances to highlight the winners names on the auction sheets and place items purchased from same person together. At 1:30 the auction winners are to see Carol or Frances to get their item and sheet and will be directed to see Lianne at the payment table.

After the auction all unsold items as well as items on the FREE table are to be disposed of, nothing left behind.