

Activity	Person Responsible	PO #	Date	Vendor	Materials	Comments
Dinner	Sylvia Ramirez/Estela Pacheco			THS Cafeteria	n/a	Meals for 250 persons. Meals will be ready at 4:30 for teacher; 5:30 for parents.
Door Prizes	Mr. Alcoset / Dania Sotelo					Movie packet (Tickets, Popcorn, etc) Computer
Welcome Committee/ Sign-In Sheet	Mr. Alcoset / Dania Sotelo				Clipboards/Sign-In List	Mrs. Cantu will have sign-in sheet ready by grade level.
Information to give to parents	Mr. Rosales					
Advertisement	Estela Pacheco					Invitation will be sent with students on
Entertainment	Marichu					
Sound System	Sergio Sosa and David Witter					Need to e-mail
Cafeteria Set up	Mr. Samaniego					Mrs. Cantu will need the podium with Mic.
School Board						
Surveys	????????????????					
Materials						
Decorations						
Guests	N/A					
E-Mails	Tech Dept; Pepe; Samaniego; Cobos; TES, TJHS, and THS secretaries to post ad. on markee. Mr. Barreda and HS teachers informing them about date, that we will use classrooms.					
Set up for Childcare	Mrs. Cantu					send a floor plan to plan more accurately. Need someone to distribute materials.
Pizza	Estela Pacheco			Flicks (764-2962)	20 Mega Pizzas	* Need someone to distribute Pizza and refreshments at least 2 persons.
Student Staging	Need someone here / Mr. Alcoset					Classroom for students that will be performing.
Refreshments for Child Care	Estela Pacheco			Sams		