

American Legion Auxiliary

Department of Oklahoma

Insert Unit Name

EVENT WORKSHEET

Date:

|  |
| --- |
| Event: Veterans Day Poppy Fundraiser Chili Dinner, Poker Run & Auction |
| Volunteer’s Name | Assigned Duty |  |
|  | Registration Table for Chili Dinner |  |
|  | Registration Table for Poker Run  |  |
|  | Who’s cookin the Chili? |  |
|  | In Charge of Kitchen Servers |  |
|  | Back up Kitchen Server after Poker Run starts. |  |
|  | Drinks |  |
|  | Stops for Poker setup arrangements & Run Sheets |  |
|  | Silent Auction Items coordinator |  |
|  | Desserts |  |
|  | MC For Live Auction & Silent Auction |  |
|  | Silent Auction Bid sheets |  |
| **Unit Secretary** | **Thank You Notes for Donations** |  |
| **Unit Secretary/Treasurer** | **Donation Tracker**  |  |
|  | **Advertisement**  |  |
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| **EVERYONE** | **Clean Up Crew** |  |