

PARK VALLEY Santa Event Checklist - 2008

✓	ITEM	QUANTITY	PERSON in CHARGE	COMMENTS / DETAILS
<input type="checkbox"/>	Create Flyers		Jeana	
<input type="checkbox"/>	Email flyers		Mark	
<input type="checkbox"/>	Distribute flyers to block reps		Audrey	
<input type="checkbox"/>	Santa	one	Jim	
<input type="checkbox"/>	Santa's helper	one - two	Kellie	Drives Santa the evening of the event
<input type="checkbox"/>	Buying gifts		Tracey	How much did we spend per child?
<input type="checkbox"/>	Wrapping gifts		Tracey & Kelli	
<input type="checkbox"/>	Santa Suit	Suit & Hat	Jeana	Kellie to return to Jeana
<input type="checkbox"/>	Santa Book cover	One	Jeana	
<input type="checkbox"/>	Santa mailbox out		Mark	
<input type="checkbox"/>	Compile list of responses		Kellie	
<input type="checkbox"/>				
<input type="checkbox"/>	Flyer printed by 11/24			
<input type="checkbox"/>	Event date - 12/18			
<input type="checkbox"/>	Sign-up deadline 12/11			
<input type="checkbox"/>	Flyer distribution to reps 11/29-11/30			
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				Event summary: 12 kids were visited this year. Two volunteers to wrap gifts was enough; Tracy spent \$3 per child
<input type="checkbox"/>				
<input type="checkbox"/>				
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