

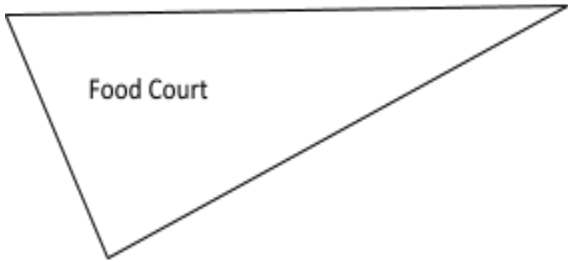


## Kick-Off - Day of Show- September 14th from 12-2PM

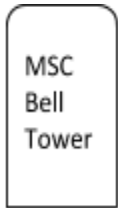
TIME	TASK	WHO	
11:00 AM	Gather all materials needed: (Decorations, HHM banner, OMA cart, flag activity, cards, sharpies, ipads, speaker, swipe, photo booth materials)	HHM Committee (anyone who can help), OMA Student Assistants	
11:30 AM	Head to the MSC Atrium for setup (Aramark station should be set up) (see attached diagram for setup)	Angelica Aranda Ashley P. Melanie Mason V. Angelica Tu Tan Nishit R. Zac	
11:45 AM	Make sure playlist is ready and music for performances are accessible	Melanie, Domenica	Volunteers helping with set up Ashley P. Melanie Mason V. Angelica Tu Tan Nishit R. Zac
12:00 PM	Need at least one committee member/OMA staff member and volunteer at each station	HHM Committee, OMA Student Assistants, OMA Staff, Volunteers	CHECK IN 12-1:00PM Ashley P. Mason V
12:00 PM	Start Spotify music on speakers	Domenica	

12:15 PM	Have volunteers/OMA student assistants at doors of the MSC to promote kick-off	HHM Committee, OMA Student Assistants, Volunteers	<p>FLAG GAME 12-1:00PM Emily R. Sharon Tu Tran</p> <p>CANDY BAGS 12-1:00PM Jose Pablo M. Melissa V.</p> <p>GAMES TABLE 12-1:00PM Andres Hailley N. Gicely</p>
12:30 PM	Have new volunteers assist in areas needed, HHM Committee and Student Assistants can trade places if needed	HHM Committee, OMA Student Assistants, Volunteers	
12:30 PM	<p>Latin Dance Club First Performance</p> <p>“Por Si No Te Vuelvo Ver”</p>	LDC, Domenica, Melanie	
1:00 PM	Check on how food and drinks are doing, make sure we are good on buttons and all other materials	HHM Committee, Angelica	<p>CHECK IN 1-2:00PM Hailley N. Emily R.</p> <p>GAMES TABLE 1-2:00PM Melissa V. Nishi R.</p> <p>CANDY BAGS 1-2:00PM Mason V. Tu Tran</p>
1:00 PM	Have new volunteers assist in areas needed, HHM Committee and Student Assistants can trade places if needed	HHM Committee, OMA Student Assistants, Volunteers	<p>FLAG GAME 1-2:00PM Ashley P. Jose Pablo M</p>

1:30 PM	Latin Dance Club Second Performance (play music from iPad)	LDC, Domenica, Melanie	
1:30 PM	Have new volunteers assist in areas needed, HHM Committee and Student Assistants can trade places if needed	HHM Committee, OMA Student Assistants, Volunteers	
1:50 PM	Start cleanup	HHM Committee, OMA Student Assistants, OMA Staff, Volunteers	
2:00 PM	Event concludes, make sure all is cleaned up and put back in the cart	HHM Committee, OMA Student Assistants, OMA Staff, Volunteers	CLEANING Dome Tu Tran Ashley P. Nishit R.



Food Court



MSC  
Bell  
Tower

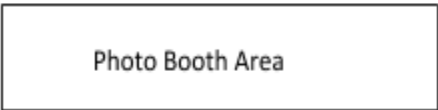


Photo Booth Area



Food



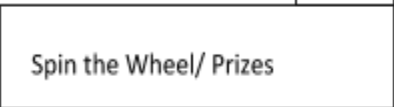
Check-In Table



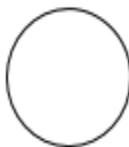
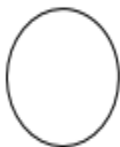
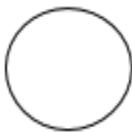
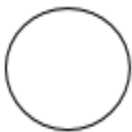
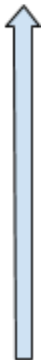
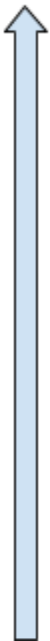
Card Activity/ OMA  
Table



Flag Activity/Goodie Bags



Spin the Wheel/ Prizes



Performance Area