

## GOURMET GALA SITE SET UP

	<b>ITEM</b>	<b>CONTACT</b>	<b>DELIVERY INFO</b>	<b>SUPPLIES</b>
<b>SET UP</b>	<b>DECORATIONS</b>			
	30 centerpieces	Debbie Smith 555-9988	delivered Sat, 10am	none
	Potted Plants	Plants 'r Us 555-6767	delivered Sat, 10am	moss
	<b>STAGE</b>			
	25x30 stage	ABC Rental, 555-0000	Fri/Mon	skirting
	<b>TENTS</b>			
	10x10s	Tents 'r Us, 5554433	Fri/Mon	sandbags
	10X20s			
	<b>PORTOLETS</b>			
	Pot-O-Gold Rentals, Inc.	985.542.2101, Lori	Fri/Mon, \$1,500 COD	\$1,500 COD
	<b>TABLES &amp; CHAIRS</b>			
	30-90" rounds	Jake, 555-0000	Fri/Mon	windex
	100-8 foot		Fri/Mon	paper towels
	400 chairs		Fri/Mon	
	<b>TABLECLOTHS</b>			
	30 rounds	ABC Rental, 555-0000	Fri/Sun. night	table clips
	40-8 foot banquets	ABC Rental, 555-0000	Fri/Sun. night	table clips
	<b>2-WAY RADIOS</b>			
	6 radios	Mary to P/U	Registration, Diane, Bars, Entrance	confirm charged
	<b>SOUND SYSTEM</b>			
	sound system	555-3947, Joe	Jeff, 555-5933, Sat/Sat	\$450 COD
	<b>POLICE &amp; TRAFFIC CONTROL</b>			
	Capt. Jones 555-2200	3 officers 3:30- 11:30	no charge	
	Cones and barricades	parish police	no charge	
	<b>TRASH</b>			
	Cardboard trash boxes & liners	Gabage, Inc.	Fri 10am/Mon	
	<b>TRANSPORTATION</b>			
	2 Golf Carts	Debbie Smith 555-9988		confirm charged
<b>EXTENSION CORDS</b>				
8	Hardware Depot	Fri/Mon		
<b>SIGNS</b>				
all signs	Gwen, 555-9999	Fri/Mon	velcro, tie wraps scissors	
<b>FOOD &amp; BARS</b>	<b>BARS</b>			
	9 Bartenders	Catering, Inc.	3-8 pm	knives, cloths
	Set-ups			
	<b>ICE</b>			
	Ice trailer w/ 1200 lbs ice	Frosty Ice, 555-2056	Sat/Mon	\$220 + tax, COD
	20 ice tubs	Joe to bring	Fri/Mon	
Ice chests	Joe to bring			
<b>RESTAURANTS</b>				
Food Deliveries	Melody to oversee	2pm Saturday		
Paper Products	Melody to oversee	Melody p/u on Friday	clear plastic bags	
<b>OTHER</b>	<b>BANK</b>			
	weighted balloons	Acme Bank	Josh to bring on Sat, 2pm	
	<b>ENTRANCE</b>			
	4 alpha registration lists	Carla bringing		2 CC machines
	8 ft. table	see tables above		pens, pencils
	12 chairs	see tables above		trash box
	nametags	Joe's secretary	she will bring on Sat.	easel
	<b>MEDICAL</b>			
	Community Hospital EMTs	Mike Taylor 555-7111	3-8pm	N/C
	<b>CLEANUP</b>			
State University fraternity	Don, 555-6655	6-10pm	trash bags	