

<b>WORK ASSIGNMENTS FOR SEPTEMBER 23, 2010 THCDA REUNION</b>		<b>Responsible</b>
<b>Our TBarM contact person is Lou Toussaint and back-up is Bill Neely</b>		<b>Person</b>
<b>07/9/2010</b>		
1	Arrange for Main Speaker - Introduce Speaker at reunion MIDLAND??	Anita & Don Knight
2	Send Lisa Wenban (Midland)* details for reunion to be published in DOW FRIENDS <b>EARLY IN THE YEAR</b>	John Farone
3	Notify Leslie Sosebee (Houston)** details for reunion and include her in meeting agenda <b>BY MID-YEAR, What visual aids needed?</b>	John Farone
4	E-mail to editor of HADA NEWSLETTER the details of reunion for HADA'S PUBLICATION***	John Farone
5	Prepare newsletter, reservation form (use Farone's return address), and confirmation form: <b>mid July</b>	Anita Knight
6	Printing, folding snail mail - <b>TO BE MAILED BY AUGUST 27, 2010</b>	Anita & Don Knight
7	E-mail complete Newsletter to John Farone for website and his distribution to e-mail members - <b>AUGUST 27,2010.</b>	Anita Knight
8	Send mailing labels to Anita Knight for newsletter + Send mail labels to Bill Gary for snail mail confirmations: <b>AUGUST 4th</b>	John Farone
9	<b>Receive reservations from members - DEADLINE: SEPTEMBER 11, 2010</b>	John Farone
10	Printing & folding confirmations for weekly snail mailing.	Bill Gary
11	E-mail confirmations to e-mail addressees	John Farone
12	Furnish attendee names - to Karen Robert for name tags; to John Farone for attendance list.	John Farone
13	Prepare name tags (with identifying menu selection, if possible)	Karen Robert
14	Prepare registration check-in lists	John Farone
15	Prepare Members Address List and make copies for distribution at reunion	John Farone
16	Obtain door prizes and any Dow handouts, and bring to reunion: <b>Eight \$50/\$25 Gift Cards</b> for main door prizes. Midland give-aways	Karen & Larry Robert
17	Locate and bring door prize <b>tickets</b> (tickets and a basket for ticket stubs)	John Farone
18	Give reservation count (furnished by John Farone) to TbarM Ranch (Call 1-800-292-5469): <b>SEPTEMBER 14</b>	Lou Toussaint
19	Assure four (4) extra tables: for registration, name tags; Aetna insurance rep.; Tex.Div Credit Union	Lou Toussaint
20	Notify all Planning Committee members name of meeting room assigned for Reunion (also please call Homer/Ruby Spear)	Lou Toussaint
21	Arrive at TbarM Ranch Reunion day at 9:30 a.m. to SET UP (check-in tables, name tags)	Committee
22	Work at Check-in tables & hand out Member Address Rosters and tickets for prize drawing (bring basket or box for this)	John & Kathleen Farone
23	Work at Name Tag table	Karen & Larry R.
24	Greeters - welcome attendees and be available for help if needed (alternate as you see fit)	Hruzeks
25	Greeters - welcome attendees and answer questions (alternate as you see fit)	Homer & Ruby Spears
26	Call out prize numbers and distribute prizes	Robert & Neely
27	Runners to distribute prizes	Ray, Esther, Karen, Homer
28	Collect name tags at end of meeting	Karen Robert
29	Center pieces for tables ???	Neely ??
30	Program MC Everyone furnish him with any info for agenda	Bill Neely
31	Agenda preparation	Bill Neely
32	Introduce Speaker ???	Bill Neely
33	Photographer to take pictures at reunion	???
34	Settle account with TBarM Ranch	Bill Gary
35	After-reunion meeting at TbarM - Review/critique reunion and plan next year - Invite anyone interested.	Planning Committee
36	Make annual request direct to Lisa Wenban for funds (\$2500) <b>No later than Nov. 2, 2010.</b>	Esther or Karen
	*Lisa Wenban, Public Affairs - For publication in DOW FRIENDS & Request for funds, speakers (LRWwsban@dow.com.989-636-0615)	
	Lisa Wenban's Secretary in Midland is Peggy Dean 989-636-3462 2030 Dow Center; Midland MI 48674	
	**Leslie Sosebee - Retiree health programs/insurance rep contact (Houston) - (LSosebee@dow.com - 713-978-2839)	
	***Charlie Phillips, Bob Thiele & Mike Williamson - Houston (Three editors) Any info for publication in HADA Newsletter	
	Phillips: gcp-437@aol.com /Bob Thiele: ritmrt@hal-pc-org / Mike Williamson: mikepatwil@aol.com	