

Event / Activity	Coordinator	Volunteers Required			Notes
		Pax	Tasks	Day & Time	
Registration	DG's Club have been asked if they wish to manage this. No reply.	3	Prepare give-away bags and lanyards	Fri AM	Bags, give-aways, lanyards to be sourced. Can this be done, with material stored, on-site at REA?
		6	Registration Desk	Fri AM Fri PM Sat AM	2 rotating shifts x 3 pax Registration lists provided by DB ex Humanitix.
Expo Bump In / Out	Brian Ashworth	TBA		Sat AM + Sun PM	
Morning Tea - Art Gallery	Kehela Vandenberg	TBA		Fri AM	
High Tea & Optional Tour	Kehela Vandenberg	TBA		Fri PM	
Pre-Conference Welcome	Kehela Vandenberg	2	Attendance registration	Fri PM-Eve	Attendance list provided by DB ex Humanitix.
Golf	Peter Faulkner	TBA		Fri	
Bowls	Peter Faulkner	TBA		Fri	
First-Timers Orientation B'fast	Kehela Vandenberg	TBA		Sat AM	
Conference Plenary Sat	Wil Cornelissen	1 3 4	Stage Manager Mindors Green Room Ushers	Sat	3 rotating pax 2 rotating shifts x 2 pax
Car Park Sat			Golf Buggy Transport	Sat	Do we really need this, given the potential liability issues?
Rotary Alumni Networking Lunch	Kehela Vandenberg	TBA		Sat	
Gala Dinner	Peter Rawlings	TBA		Sat Eve	
Conference Plenary Sun	Wil Cornelissen	1 3 4	Stage Manager Mindors Green Room Ushers	Sun AM	3 rotating pax 2 rotating shifts x 2 pax
Car Park Sun			Golf Buggy Transport	Sun AM	Do we really need this, given the potential liability issues?
Monash Childrens Cancer Walk	TBA		Attendance registration Marshals Sign placement & removal First aid		Attendance list provided by DB ex Humanitix.