

Event Name	Fine Arts Hospitality		
Event Description	Winsor-Sponsored Plays and Concerts		
Event Date/Time/Location	Throughout the year at Winsor		
# Chairpersons Required	2 (ideally one for drama and one for small chorus)		
Time Commitment	Minimal		
Previous Year's Chairs	Katherine Davidge kdavidge@comcast.net	Trishia Lichauco tarseng@yahoo.com	
# Volunteers Required/Tasks to be performed	2 parents per event / Open up the food for the reception (food generally provided by Winsor)		
Budget			
Tasks and Timeline – Event Date minus			
September	Get the dates and hospitality support needs from the Fine Arts Department. Usually either the Liaison for Campus Service or Lynn and/or Danielle will meet with them.		
One month ahead of each event	Get parent contact list from Jeremy Johnson or Lisa Taillacq		
2-3 weeks ahead	Recruit 2 parent volunteers		
2-3 days ahead	Remind parents		
Day of Event			
Helpful Tips for Chairs to watch out for.....			