

June Glasshouse Anniversary Checklist

Date: _____

Description	Done By	Date	Comments
Event Chair Responsibilities			
Call Central office for best dates in June	Event Chair	Friday & Saturday	Pat
Get Committee Heads Lined Up Speaker Committee Public Relations Committee	Event Chair		Check with AI-Anon SC Chair
Food Saturday PM	Event Chair		
Ice Cream Social Committee	Event Chair		
Decorations Committee	Event Chair		
Set-Up/Breakdown Committee	Event Chair		
Clean-Up Saturday PM Committee	Event Chair		
Hospitality Committee	Event Chair		
Keeping it Looking Good Committee	Event Chair		
Give each Committee Head Sign Up Sheets	Event Chair		
Be sure Sign Up Sheets have been posted	Event Chair		
Be sure Announcement is in the Book	Event Chair		
Follow up with Committee Heads	Event Chair		

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