

Good Evening DreamTeam!!!

You are receiving this email because you said YES to serving at the Women's Event. THANK YOU. I honestly can not say THANK YOU enough. This event is going to be an amazing experience because of YOU.

Wow! We have arrived.

If you haven't heard... we are SOLD OUT. What an amazing feeling it is to have SOLD out our first Women's Event. We sold out at 800 Women attending *plus* an additional 80 DreamTeam Members.

Since we closed registrations, I have also accepted an additional 30+ registrations to help take care of a few who reached out to us.

By now you may have received an email from your Team Leader on some details for your team and the role you will be playing for the night. I wanted to circle back and just make sure that everyone has received the latest and greatest! Alright... on to some details, the details... all the details.

TIMES - Thursday November 18th

- Team Members Arrive: 4:15p
 - Get checked in (north atrium)
- All Team Huddle: 4:30p
 - Auditorium
- Food & Team Meetings: 5:00p
 - I will have Chick Fil A sandwiches for everyone in the North Atrium
- Team Prep: 5:30p
 - Be expectant of our guests arriving at 6p
- Building Doors Open: 6:00p
- Auditorium Doors Open: 6:45p
- 10 Minute Countdown: 6:50p
- Event Begins: 7:00p
- Event Ends: 8:45p
 - This is an estimated time
- Indoor Cleaning Begins: 9:00p ish
 - Be sure the cleaning you are assigned to makes sense based on guests who are still around before you start cleaning
- Outdoor Cleaning Begins: 10:00p ish

- We can start cleaning the outdoor areas as soon as guests have almost entirely left. If this is early than 10p great!

EXPERIENCES

- 6p - 7p
 - Beginning at 6p we will offer checkin in our North Atrium
 - From 6p to 7p we will have aqua fresca and light desserts in the South Atrium
- 7p – 9p
 - From 7p to 9p we will have our in room experience in our main auditorium
- 9p – 10p
 - After 9p, we will move the experience outside. We will have a few firepits, heaters and smores.

WHAT TO WEAR

- We have NEW 'Event Staff' shirts. I will be handing them out the night of. They are short sleeve, so please plan accordingly. If you need to wear a long sleeve shirt underneath... please bring it with you.

WEATHER

- High: 45
- Low: 29
- Wind: 19 Mph
- Please prepare for it to be chilly.
 - Wear a long sleeve shirt you can put your event staff shirt over
 - Bring a jacket
 - If you are serving outside, be sure to have a hat/gloves
- Note: the glass doors will be open much of the time between 630p - 7p. If you are working the North Atrium... it will be cold.

TEAMS

- **Arts Team** - Nate Manuel
 - 6p – 7p Run through
 - 6:45p Auditorium Doors
 - 7p Event Begins
 - 9p – 10p Indoor Cleanup
- **Brew Crew** – Julie Lewandowski
 - 6p – 7p Serve Aqua Fresca in South Atrium
 - 7p – 730p Clean up and Prepare for Post Event
 - 9p – 10p Serve Pop & Water

- 10p – Clean up Chill Table & Beverages
- **Checkin Central** – Liz Rhoades
 - 6p – 7p Assist anyone who is unable to checkin
 - 7p – 730p Clean up Checkin Central
 - 9p – 10p Indoor Cleanup
- **Checkin Team** – Christy Eddy
 - 6p – 7p Assist everyone to get checked in
 - 7p – 7:30p Clean up Checkin Stations
 - 9p – 10p Indoor Cleanup
- **Door Holders** – Julie Howe
 - 6p – 7p Hold open glass doors for each guest arriving
 - 7p Attend Service (sit in back)
 - 845p Thank Guests for attending
 - 9p – 10p Indoor Cleanup
- **Fire Pit Team** – Noah Brice
 - 6p – 7p Monitor Outdoor Heaters
 - 7p – 730p Set up for after event
 - 9p – 10p Monitor Fires
 - 10p Cleanup
- **Food Prep Team** – Libbe Brossia & Olivia Barrett
 - 6p – 7p Maintain Desserts in South Atrium
 - 7p – 730p Cleanup Desserts
 - 9p – 10p Indoor Cleanup (led by Libbe)
 - 10p Outdoor Cleanup
- **Golf Cart Team** – Jon Effner
 - 6p – 7p Pick women up in the parking lot and bring to front entrance
- **Greeters / Ushers** – Cindy Casey
 - 645p – 715p Greet guests at the auditorium entrance and help them find seats
 - 715p Attend Service (sit in back)
 - 845p Thank Guests for attending
 - 9p – 10p Indoor Cleaning
- **Guest Services** – Jen Carroll
 - 6p – 7p Manage the Guest Service Counter in North Atrium
 - 7p Attend Service (sit in back)
 - 9p – 10p Indoor Cleaning
- **Parking Lot Team** – Libbie Hall
 - 6p – 7p Greet and Welcome guests driving in
 - 7p Attend Service (sit in back)
 - 9p – 10p Wave goodbye to guests as they leave
- **Resource Table** – Cori Tyler
 - 6p – 7p Work with our two guest speakers to manage resource tables
 - 7p Attend Service (sit in back)
 - 9p – 10p Manage Resource Tables
 - 10p Indoor Cleanup

- **Sparkle Team** – Angie Dotson
 - 6p – 7p Walk the building
 - 7p Attend Service (sit in back)
 - 9p – 10p Lead all cleaning
- **SWAG Handout** – Karen McMillan
 - 6p – 7p Prepare Swag Handout Baskets
 - 7p Attend Service (sit in back)
 - 9p – 10p Handout gift

I hope this email serves you well. If you have any questions do not hesitate to reach out to me or your Team Leader!

See you all soon!

Jason Jones