

Canada Day 2015

Responsibility Chart – all areas.

Name beside each activity. Checkmark beside actions known to be completed or near completion.

Please locate your name to determine what you have committed to do. If you are no longer able to fulfill that obligation, please let us know and we will find an alternate. Thanks for making Canada Day the celebration that it is.

1. Budget – direction by committee – formalized by Melinda/Gayle/Noella – done✓
2. Mapping – logistics – Melinda, Jim, Debbi
3. Exhibits direction for set up – Melinda, Jim, Debbi
 - a. Paramedics – confirmed, if personnel available
 - b. Omar’s woodworking – confirmed, weather permitting
 - c. Historical display – Peter Boudreau & Ruby Black - confirmed
 - d. Traditional Food – Winston - confirmed
 - e. Photos and model – Danny Charbonneau - confirmed
 - f. Food and cooking areas – Linda - confirmed
 - g. Children’s activities – Marion Chaput – confirmed for oversight
 - h. Adult activities – Sue Giroux – confirmed

Action: Debbi to remind Sue

- i. Music – Gerald C. - confirmed
- j. Welcome tent – Debbi G. – confirmed
 - i. Suggested volunteers – Noella, Betty

4. Tents – arrange to pick up, set up, tear down, return to hall – organize staff and access to garage – municipal staff to do work – Melinda to coordinate

Action: Melinda - remind Terry and Vince

Action: Melinda - arrange for help at 11:00 a.m. Tuesday afternoon.

- a. Township (2)
- b. Chartrand (1)
- c. Jennings? (1)
- d. Condie (1)
- e. Reith (2)

5. Music – Gerald - confirmed

- a. Equipment - Gerald
- b. Set up and take down - Gerald
- c. Open Mic/Karaoke – Paula F – to set up karaoke.✓

Action: charge outdoor speakers - Crystal

Action: John Reith to ask Kurt Penney on the 27th.

Action: John to ask Gwen.

- d. Lead O Canada – Councillor Grills and children✓
- e. Bilingual lyrics on program/schedule to be handed out at Welcome Tent✓

6. Organize Flag Raising – Melinda

- a. Jim to emcee
 - i. Crowd attention and respect for flag - emcee
 - ii. Introduce and thank flag raisers – emcee
 - iii. Thank supporters – OPG, TransCanada, Cambium, Heritage Canada, volunteers - emcee
 - iv. Please leave decorations along Jennings' Road – emcee
- b. Install flag posts for large flags around the park – Melinda & John
- c. Flag to OMP - Melinda
- d. Check hardware - Jim and John
- e. Coordinate youngest and oldest – Michael Sproule and Betty Condie✓

7. Generator – Jim Gibson✓

- a. Deliver, set up, return – Jim Gibson

8. Parking – Jim Gibson to coordinate

- a. Volunteers? - Richard Baril, Jonathon Desjardins
- b. Pylons – municipal staff
- c. Flagging tape - Jim

- d. Vests – Debbi to take to Welcome Tent✓
- e. Signs - Crystal
 - i. Accessible parking only
 - ii. Volunteer parking only
 - iii. One way
 - iv. No parking

9. Picnic tables

- a. Gibson – tables
- b. Grills – tables
- c. Wooden tables from garage – Terry/Vince
- d. Wooden tables – Chartrands - Reiths

Action: Melinda to provide list to Terry and Vince

10. Tables, BBQs, propane from/to Stonecliffe – municipal staff

- a. 2 bbqs and propane tanks
- b. 14 wooden tables
- c. Key for flag pole
- d. Picnic tables – Stonecliffe, Mackey boat launch
- e. Umbrellas
- f. tents

11. Food Area – Linda - coordinator

- a. Volunteers - Brenda, Roseanne, Betty, Sylvie
- b. Cooks – John, Wayne, Hank?
- c. Stuff from hall - Linda, Laura, Betty C.
 - i. Utensils, rags, aprons, BBQ lighters, garbage cans
 - ii. Hand sanitizer, paper towels, hand-washing sink
 - iii. Pick up - Chafing dishes – cookware
- d. return to hall, clean, put away - Gerry and Vic?
- e. Water – cooking/washing - Chartrands
- f. Water – drinking – Gibsons
- g. Coolers – Chartrand, Gibson, Reiths
- h. Coffee/tea station, Cambros – Linda

12. Sound system

- a. Speakers – Melinda

b. karaoke equipment from hall – Paula

13. Emcee – Jim Gibson

14. Decorations – Winston Chartrand ✓

- a. Plants – red and white – with flags - Melinda
- b. Fence posts to Mackey – may not need them!
- c. Flags put up – Winston, Roseanne, Noella, Wade, Sylvie and Bob Richey, Emily, Ashley, Leah, Laura ✓
- d. Flags, Balloons and ribbons to purchase - Melinda ✓
- e. Balloons and ribbons – blow up- Winston et. Al. ✓

15. Children's Activities Event Day – Melinda and Gayle to plan activities - Marion to oversee high school volunteers at event

- a. Bean Bag Game (Debbi) ✓ - _____
- b. Scavenger hunt – Welcome table volunteers to provide instructions?
- c. Fish pond (Winston to bring) ✓ - _____
- d. Pool Noodle balloon basketball (Melinda) - _____
- e. Piniata (Marlene) ✓ - _____
- f. Tattoos - Face Painting – Hope and Trang ✓
- g. T-shirt making (Melinda) – Hope, Wanda
- h. Bird house making (Winston, Jim, John) – Richard, Winston, John
- i. Hair ties (Melinda) – Emily and Ashley
- j. Giant Jenga (Winston, Wade) – _____
- k. Tarp bean bag toss (Melinda) – _____
- l. Tug of war – _____
- m. Lawn bowling (Melinda, Emily and Ashley) – _____
- n. Ring toss (Melinda) – _____

16. Adult Activities – Sue Giroux and Llyod Desjardins

Action: Linda to contact Lloyd and Lawrence re: horseshoe tournament

- a. Horseshoe pits created – Jim?
- b. Organize horseshoe games – Lawrence D. or Lloyd
- c. Organize washer toss and bean bag throw games – Sue Giroux

17. Food prep – Linda Chartrand

- a. Volunteers - Linda, Trang, Roseanne, Brenda, Betty, Gerry, Donna Milkes, Sylvie Richey, Brenda Smith?
- b. Purchasing – Linda and Marlene
- c. BBQ/cook – John, Wayne, Hank?
 - i. Sausage
 - ii. Wieners
- d. Buns - Linda
- e. Condiments - Linda
- f. Heat sauerkraut - _____
- g. Prep Veggies – Linda, Trang, Roseanne, Brenda, Betty?
 - i. Carrots
 - ii. Celery
 - iii. Cucumbers
- h. Serve veggies
- i. Watermelon
 - i. Slice watermelon
- j. Cake
 - i. Purchase and bring to site – 2 chocolate/2 vanilla – Marlene
 - ii. Slice and serve – Jim and Debby✓

18. Food Service Supplies

- a. Purchase as required – Linda
 - i. Napkins
 - ii. Plates – regular and dessert
 - iii. Cutlery

19. Food Clean up – Linda and crew

- a. Wrap, store and dispose of/sell excess food
- b. Plastic wrap
- c. Ziplocs

20. Garbage and recycling

- a. Cans – municipal staff
- b. Bags – municipal staff
- c. Remove and take to dump - Ken?

21. Traditional Food

- a. Bannock – Winston✓
- b. Maple syrup – office✓
- c. Butter – Melinda
- d. Jams/preserves
 - i. Betty – chokecherry and high bush cranberry✓
 - ii. Linda – crab apple✓
- e. Maple suckers – Melinda

22. Welcome tent – Debbi

- a. Set up - Debbi
- b. Staffing – Noella, Betty C?
- c. Agenda/Program – Debbi and Melinda
- d. Bag Handouts prior to event day – maple candy? Water bottles, OPG info – Crystal, Melinda
- e. Water from Freddie's – Jim and Marlene✓
 - i. Put in fridge on Monday – Melinda, Crystal
- f. Pump for Water – Debbi
- g. Cooler for Water – Gibson's
- h. Tables – Debbi/hall
- i. Materials from office – office staff to gather and put in box
 - i. Ballot jars
 - ii. Materials from OPG ✓
 - iii. Water bottles✓
 - iv. Pins ✓
 - v. Gifts
 - vi. Decorations ✓
 - vii. Pens✓
 - viii. Door Prizes – Flag from Gallant's office, Canadian Flag from Office, Canada Day Kit, HCM Sweater.✓
 - ix. Door Prize ballots ✓
 - x. Double rolled Tickets for Omar donation if forthcoming – Noella✓
- j. Sign in book - Debbi
- k. Picture taking – Jim Murphy
- l. Other

23. Banners

- a. Investigate permanent "Welcome to HCM" banner – Debbi✓
- b. Create laminates of Heritage Canada and Cambium logo's - Crystal✓
- c. Banners hung at OMP - Melinda
 - i. OPG
 - ii. TransCanada
 - iii. Cambium/Heritage Canada signs

24. Tent signs at road – balloons and poster

- a. Drop off and pick up at Reith's – municipal staff
- b. Set out - John Reith
- c. Prep posters in advance – Melinda and Emily
- d. Balloons - Reith

25. Schedule – Deb/Melinda

- a. 12:00 flag raising
- b. 12:15 lunch

26. Posters/Ads/Notices

- a. Use Canada map with flag for posters and agenda – as a watermark if nothing else.
- b. Need to make sure Heritage Canada, TransCanada, Cambium and OPG are recognized in all advertisements, Newsletters and on-line template. – Melinda/Gayle✓
- c. Agenda one side – list and schedule of activities on the other – Deb/Mel
- d. pre-advertise in Newsletter and email - Melinda✓
- e. Print large posters of supporters to publicize at event – Crystal✓

27. Children Activity Prep prior to event

- a. Bean Bag Game – Debbi to deliver
- b. Scavenger hunt – Melinda/Gayle – print list and locate/hide items
- c. Piniata – Marlene✓
- d. Hang piniata on pulley system – Melinda and John
- e. Fish pond? – Winston to bring to OMP
- f. Flag Hunt - Melinda✓

- g. Pool Noodle balloon basketball - Melinda
- h. T-shirt making – Melinda
- i. Bird house making
 - i. Betty to provide plans✓
 - ii. Debbi to provide info for staff to copy – Melinda located info✓
 - iii. Crystal to print✓
 - iv. Winston and John to cut frames
 - v. Hammers/Nails – John, Winston, Betty
 - vi. Paint - Melinda
- j. Hair ties
 - i. Emily and Melinda to cut and tie ribbons
- k. Giant Jenga – Winston/Wade
- l. Tarp bean bag toss – Melinda
- m. Tug of war – need rope - _____
- n. Lawn bowling – Melinda, Emily, Ashley
- o. Ring toss – Melinda✓
- p. Electric Bike – Debbi and John

28.NRT follow up – Debbi through Jim Murphy

29.High School Volunteers – Melinda

- a. Wade, Nick, friend, Sneh?
- b. Set up – Josh, Nathaniel (but not games)

Action: Debbi to contact Sneh

30.Day of Volunteers

- a. June, Noella, Crystal, Wanda, Richard, Marion, Josh, Nathaniel, Wade, Emily, Laura, Wayne, Betty, Sylvie and Bob Richey, Roseanne, Trang, Hope,

31.To camp at OMP – Wade, Ashley, Emily

32.Advertise transportation from Deux Rivieres – Melinda/Crystal

33.Prizes – thanks for past contribution letters mailed – Melinda/Crystal✓

34. Volunteer Recognition – Melinda