

Here are the committee responsibilities and assignments. **Please highlight the tasks you have completed and add updates as necessary.** Tasks will be added, so please check in on this document regularly.

If it's red, it means it's overdue and needs to be done ASAP

If it's orange, it means it should be done within the next couple of days (due date in parentheses)

If it's in green, It's COMPLETED, aH

<u>Committee</u>	<u>Shura Members</u>	<u>General Tasks</u>
Volunteer Coordinators	Saima + Khadiga	Pre-Planning <ul style="list-style-type: none"> - Create method to get volunteers - Create volunteer sign-up & schedule Day Of <ul style="list-style-type: none"> - Facilitate Volunteer Sign-in - Point person for volunteers
Team Registration Coordinators	Tazeen + Usman	Pre-Planning <ul style="list-style-type: none"> - Create team rosters - Create score sheets - Create team sign-in/ sign-out sheets - Help finalize tournament guide - Keep up with emails/ FB answering questions Day of <ul style="list-style-type: none"> - Assist with Registration tasks
Equipment Reservations, Printables, and Speaker Liaison	Sarah	Pre-Planning <ul style="list-style-type: none"> - Reserve equipment - Make sure we have the following items printed and ready to go by Friday night: <ul style="list-style-type: none"> - Tournament guide for each team - Score sheets, sign up sheets, - Large poster to show seeds - Any other things as need be Day Of <ul style="list-style-type: none"> - Pick-up equipment - Return equipment
Food and	Misbah + Ayesha +	Pre-Planning

Fundraising	Nicole	<ul style="list-style-type: none"> - Create/share sponsor list <ul style="list-style-type: none"> - assign ppl to contact - Contact Halal Haven food truck - Order food / water for volunteers (Thur) <ul style="list-style-type: none"> - Gatorade (small bottles) - Water bottles (small bottles) - Pizza - Chips - Keep track of sponsors list - Make sponsors posters and thank you cards <p>Day of</p> <ul style="list-style-type: none"> - Pick up food for volunteers
Executive	Shamira	<p>Pre-Planning</p> <ul style="list-style-type: none"> - Contact Triangle Family Dentistry - Order trophies - Meet with Tori and Josh - create tournament guide - email tournament guide <p>Day of</p> <ul style="list-style-type: none"> - Program management

THINGS THAT NEED TO BE PACKED IN CARS BY FRIDAY