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**MEMORANDUM**

To: Chocolate in the Media Volunteers:
 Randy, Sarah, Troy, Carol, Heather, Rob, Ty, Annie

From: Helen Starkey

Date: October 19, 2015

Re: Opening Weekend Work Schedule

I have created the work schedule for the opening of this exhibit on the weekend of November 14. Could you please review this schedule and make any changes to your shifts and send it to the next person on the list above by email so I can finalize and send it out by this Friday? I have turned on Word’s Track Changes feature so I can easily see what changes everybody has made.

Note that we still need help with the Saturday afternoon coverage of the TV show viewing room on Sunday from 10 to 2, so please let me know if you can help out in that time slot.

|  |  |  |  |
| --- | --- | --- | --- |
| **Volunteer Name** | **Assignment** | **Day** | **Hours** |
| Randy O’Hara | TV show viewing room | Saturday | 10-5 |
| Sarah Marchand | Music station | Saturday | 10-2 |
| Troy Butler | TV show viewing room | Sunday | 2-5 |
| Carol Wang | Movie viewing room | Saturday & Sunday | 10-2 |
| Heather Menendez | Music station | Sunday | 10-2 |
| Rob Clifford | Music station | Saturday & Sunday | 2-5 |
| Ty Parks | Movie viewing room | Saturday & Sunday | 2-5 |
| Annie Suddahara | Backup for all areas | Saturday & Sunday | 2-5 |

Thanks for your help with the exhibit!