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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

Here’s the final work schedule for the opening of this exhibit on the weekend of November 14.

|  |  |  |  |
| --- | --- | --- | --- |
| **Volunteer Name** | **Assignment** | **Day** | **Hours** |
| Randy O’Hara | TV show viewing room | Saturday  | 10-5 |
| Sunday | 10-2 |
| 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!