

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

<b><u>Committee</u></b>	<b><u>Shura Members</u></b>	<b><u>General Tasks</u></b>
Volunteer Coordinators	Saima and Yakin	Pre-Planning <ul style="list-style-type: none"> <li>- Create method to get volunteers</li> <li>- Create volunteer sign-up &amp; schedule</li> </ul> Day Of <ul style="list-style-type: none"> <li>- Facilitate Volunteer Sign-in</li> <li>- Point person for volunteers</li> </ul>
Team Registration Coordinators	Sara, Tazeen	Pre-Planning <ul style="list-style-type: none"> <li>- Create team rosters</li> <li>- Create score sheets</li> <li>- Create team sign-in/ sign-out sheets</li> <li>- Help finalize tournament guide</li> <li>- Keep up with emails/ FB answering questions</li> </ul> Day of <ul style="list-style-type: none"> <li>- Assist with Registration tasks</li> </ul>
Equipment Reservations and Printables  Equipment Needed: 8 Soccer Balls Cones to mark fields 4 Score boards Pennies (6-8 colors) 3 Tables 6 Chairs  Check with Usman S. to make sure list is comprehensive	Khadiga	Pre-Planning <ul style="list-style-type: none"> <li>- Reserve equipment</li> <li>- Make sure we have the following items printed and ready to go by Friday night:               <ul style="list-style-type: none"> <li>- Tournament guide for each team</li> <li>- Score sheets, sign up sheets,</li> <li>- Large poster to show seeds</li> <li>- Any other things as need be</li> </ul> </li> <li>- Pick-up equipment</li> </ul> Day Of

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

THINGS THAT NEED TO BE PACKED IN CARS BY FRIDAY