

Schedule for the Evening

- 700 PM - Volunteers arrive at hall and set up tables and put up decorations
 - Jack of all Spades arrives to set up games
- 745 PM - Volunteers test games to be sure you know how to run them
- 830 PM - Start putting out snacks
 - DJ should arrive and start setting up
- 900 PM - Officially open up for business
 - Open the bar
 - DJ starts playing music
 - Start the games
- 930 PM - Raffle prizes drawn
- 1000 PM - Raffle prizes drawn
- 1030 PM - Raffle prizes drawn
- 1100 PM - Start buffet / dinner
 - Raffle prizes drawn
- 1130 PM - Raffle prizes drawn
- 1200 AM - Raffle prizes drawn
 - Close all games
 - Finish all remaining draws
- 100 AM - Party ends, cleanup