

**SITE PACKET FOR:**

**710 2nd St. NE. 55413**  
(Dickman Park Apts.)

**35 apts.      24 eligible women**

Social Worker:

Bill Melton, 379-3019 (T, 12:45-2:30)

91 Resident Coordinator:

Betty Doherty, #101, 379-4447

92 Resident Coordinator:

Deloris Wilson, #304, 331-1954

**93 Resident Coordinator:**

**Marilyn Krueger, #309, 379-3325**

Resident Council Date:

1st Tuesday, 1:30 p.m.

Resident Council Contact:

Marilyn Krueger, #309, 379-3325

Newsletter:

Party Scheduled for:

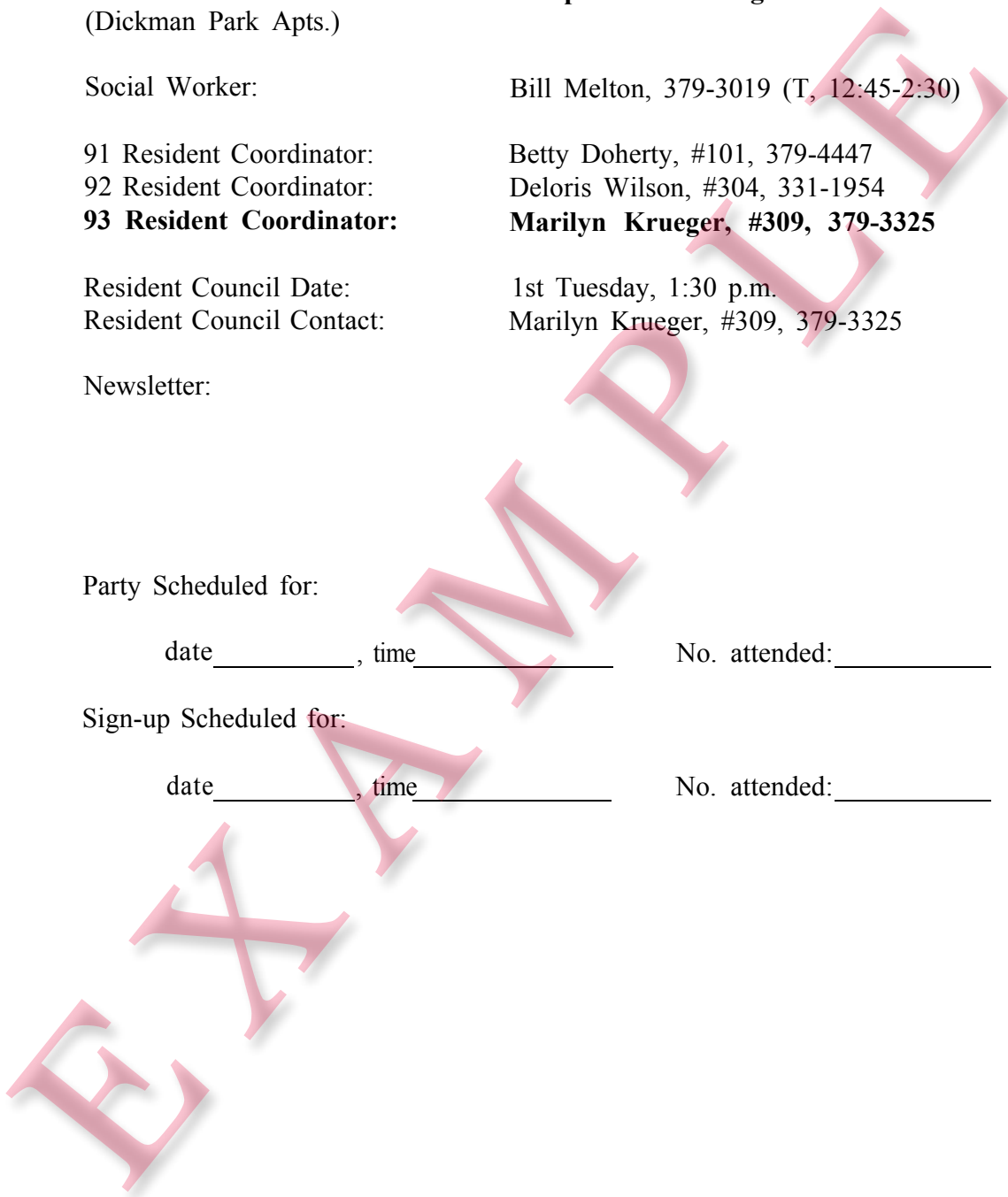
date \_\_\_\_\_, time \_\_\_\_\_

No. attended: \_\_\_\_\_

Sign-up Scheduled for:

date \_\_\_\_\_, time \_\_\_\_\_

No. attended: \_\_\_\_\_



# PLANNING CHECKLIST FOR RESIDENT COORDINATOR

ACS Volunteer: \_\_\_\_\_ Phone: \_\_\_\_\_

## Friend to Friend Party

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

## Mammogram/Reminder Card Sign-Up

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

## Prior to the Friend to Friend Party

- \_\_\_\_\_ Put up the general "picture" poster
  - \*affix labels with Resident Coordinator's name/phone
  - \*when will they go up? \_\_\_\_\_
  - \*where will they be posted? \_\_\_\_\_
- \_\_\_\_\_ Reserve room/table & chairs for the Friend to Friend Party
- \_\_\_\_\_ Reserve room for the Mammogram/Reminder Card Sign-up Session
- \_\_\_\_\_ Put notice in building's newsletter
- \_\_\_\_\_ Put up announcement posters for Friend to Friend Party (pink ones)
  - \*fill in date/time
  - \*when will they go up? \_\_\_\_\_

## The day of the Friend to Friend Party

- \_\_\_\_\_ Make coffee
- \_\_\_\_\_ Put out cake, napkins, plates, forks, etc.
- \_\_\_\_\_ Arrange tables and chairs
- \_\_\_\_\_ Greet participants and give them beads
- \_\_\_\_\_ Pass out name tags
- \_\_\_\_\_ Give guests half of double ticket for door prize
- \_\_\_\_\_ Clean up

## After the Friend to Friend Party

- \_\_\_\_\_ Take down posters (pink ones)

## Before Sign-up Session

- \_\_\_\_\_ Put up announcement posters (yellow ones)
- \_\_\_\_\_ Confirm room

## Day of Sign-up Session

- \_\_\_\_\_ Make coffee
- \_\_\_\_\_ Put out cookies, cups, napkins
- \_\_\_\_\_ Give half of double ticket for gift certificate to:
  - those who signup & those who bring a friend who signs up*
- \_\_\_\_\_ Conduct drawing
- \_\_\_\_\_ Clean up
- \_\_\_\_\_ Take down posters (yellow ones)