

CHCA Luminary Event Workplan

Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
5	This is a preliminary section of this workplan, for 2021, which contains the modified event plan and specific task item changes.							
	<p>For 2021, the items specified in this modified plan override the relevant tasks specified in the Modified Event Plan (2020) and in the main part of the workplan below. These 2021 modifications reflect an easing of the 2020 social distancing constraints, and the 2020 experience of the actual task durations with the given reduced number of volunteers.</p> <p>However, those tasks in the main part of the workplan will not be reworded for 2021, in that it is still hoped that these task changes are only for 2020 and 2021, and that this preliminary section of the plan may be deleted for 2022.</p> <p>Note: If in the very real possibility that COVID becomes endemic, or another such new viral pandemic occurs, the plan will be reworded for 2022, to incorporate all such necessary changes into the main part of the workplan.</p>							
5	This is a preliminary section of this workplan, for 2020, which contains the modified event plan and specific task item changes.							
	<p>For 2020, the following modified event plan was approved by the City of Worthington. The items specified in this modified plan override the relevant tasks specified in the main part of the workplan below. However, those tasks in the main part of the workplan will not be reworded, in that it is hoped that these task changes are only for 2020, and that this preliminary section of the plan may be deleted for 2021.</p>							
	<p>First, the modified event plan is given for reference. Then the specific 2020 modifications for tasks are given, as reference mainly for the Event Chair.</p>							

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	<p>Modified Event Plan (2020):</p> <p>The City of Worthington has approved the CHCA's use of the shelter house for our luminary kits assembly on Saturday, December 5, starting at 10:00 AM.</p> <p>1) The number of volunteers will be restricted to the minimal, masked and socially-distanced number specified below, required to complete assembly of luminary components into the 899 luminary kits for the 757 homes in Colonial Hills, in approximately 2 to 3 hours (2 hours if good weather, 3 if raining). No volunteers may be a youth younger than middle-school age.</p> <p>2) The volunteers will be restricted via SignUpGenius to the following number of positions, with identical positions for both a 10:00 - 11:00 AM shift and a 11:00 AM – Completion Time (noon to 1:00 PM) shift. These positions will be as follows:</p> <p>a. Up to eight inside volunteers performing kit components assembly (candles, lunch sacks, and instruction sheets) into reclosable refrigerator bags. These volunteers will be positioned at the eight workstations specified in the image "Inside Kits Components Assembly." There will never be more than eight volunteers continuously inside the shelter house.</p> <p>b. Up to four (two minimum) outside volunteers who will be shoveling pea gravel into grocery bags. These volunteers will be seated in the chairs around the pile of pea gravel, as shown in the image "Pea Gravel Shoveling and Outside Assembly." Optionally, each shoveler may be assisted by one and only one immediate family member, who will hold open the grocery bags for the shoveler to shovel pea gravel into.</p> <p>c. Three outside volunteers who will be doing final assembly of the luminary kits, by putting the reclosable refrigerator bags containing the candles, lunch sacks and instruction sheets, into the bags of pea gravel. These volunteers will be standing at the two long tables at the three workstations specified in the image "Pea Gravel Shoveling and Outside Assembly."</p> <p>d. One Bundling Supervisor, who will delineate the correct number of luminary kits for each of the 39 CHCA Districts, into the bundle of kits for the given District. An example of the Supervisor doing their work is shown in the image "Bundling Supervisor."</p>							

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	<p>Modified Plan (con't)</p> <p>e. One Event Chair (project manager), who will dynamically coordinate the event and enforce the COVID-19 protocols of mask wearing, social distancing, and constraints for number of volunteers inside and outside of the shelter house. The Event Chair will be working outside the vast majority of the time, primarily carrying the completed kits from the workstations at the tables, to the Bundling Supervisor.</p> <p>After completion of bundling the kits, the Event Chair will assist the Bundling Supervisor in directing the CHCA Trustees to pick up their respective bundles for their Districts around 1:00 PM. The Trustees have traditionally arrived at random times to pick up their bundles, and thus should not result in social-distancing issues.</p> <p>f. One special delivery volunteer, who will arrive at 1:00 PM, and assist the Event Chair and Trustees, in delivering bundles to any Trustees who cannot stop by the shelter house Saturday afternoon, to pick up their bundles.</p> <p>Thus, there will be a maximum total of 17 primary volunteers, with a possible addition of up to 4 immediate family members, for each of two shifts, plus a special delivery volunteer at the conclusion of kit assembly and bundling.</p>							
	<p>Specific modifications for tasks (2021):</p>							
	Task 30 - Publish Courier Publicity Article							<p>This article will include a link to the SignUpGenius (https://www.signupgenius.com/go/4090C4EABA629A5FF2-2021) which was prepared by the Event Chair on 11/04/2021, for defining, and restricting the event space to, the set of volunteers per the modified Event Plan.</p> <p>Note: For 2021, there is only one shift this year (from 10:00 AM to 11:30 AM), the number of outside kit assembly volunteers has been increased from 3 to 7, and middle-school age and older youth can sign up for any position.</p>
	Task 95 - Count out the correct number of Luminary Setup Instruction Sheets ...							Same as for 2020.
	Task 115 - Create a Facebook Event ...							Same as for 2020.

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
	Task 190 - Set Up Four Tables Inside the Shelter House for Reclosable Bag ...	Same as for 2020.						
	Tasks 240 - 280	Same as for 2020.						
Specific modifications for tasks (2020):								
	Task 30 - Publish Courier Publicity Article	This article will include a link to the SignUpGenius (https://www.signupgenius.com/go/4090C4EABA629A5FF2-2020) which was prepared by the Event Chair on 11/02/2020, for defining, and restricting the event space to, the set of volunteers per the modified Event Plan.						
	Task 95 - Count out the correct number of Luminary Setup Instruction Sheets for each "inside' workflow workstation, ...	The quantities for each of the 8 workstations will be, respectively, 100, 100, 100, 100, 100, 100, 100, (Total kits - 700).						
	Task 115 - Create a Facebook Event on the CHCA Facebook Page, Publicizing the Luminary Kit Assembly Event, Asking for Volunteers.	The FB Event will explain the modified event for 2020, and will contain a link to the SignUpGenius.						

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
	Task 190 - Set Up Four Tables Inside the Shelter House for Reclosable Bag Luminary Components Assembly.							<p>Each table contains:</p> <ul style="list-style-type: none"> a. 2 cardboard boxes with approx. 500 tea light candles: 1 cardboard box at each of the two socially-distanced workstations per table b. 1000 lunch sacks (crisscrossed into groups of 5 sacks) c. 200 reclosable plastic (freezer/refrigerator) bags (in their original cartons), with 100 bags at each of the two workstations per table d. 200 Luminary Kit Instruction Sheets, with 100 sheets at each of the two workstations per table e. At the window side (south side) of each table, the second workstation will also have its own separate receptable into which the completed kits will be put (instead of into the plastic bins described in task 210)
	Tasks 240 - 280							There will be very little to no need, for the Event Chair to monitor/change the workflow dynamically for 2020. Each volunteer's task, and the duration of their task, is defined when they sign up via SignUpGenius.
End of preliminary section of the workplan.								

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
10	Inventory Leftover Supplies	10/24/2021	15:00	11/9/2021	21:00	Will Pearce	Event Chair	Inventory the leftover supplies when the Shelter House storeroom is open (e.g. during Halloween Party or Nov CHCA mtg). Enter the on-hand supplies totals into the Luminary Kit Assembly worksheet, q.v.
20	Write Courier Publicity Article	10/10/2021		10/30/2021		Will Pearce	Event Chair	2021: Per deadline for the November Courier of 2021, by 10/30 prepare and submit full article to CHCA VP.
30	Publish Courier Publicity Article	11/1/2021		11/11/2021		Kate Burgener / Chris Rule	Courier Editor / CHCA VP	2021: The November Courier will be published subsequent to the September Courier. Edit and include Luminaries publicity article in this Courier.
40	Update Luminary Event Workplan	10/25/2021		12/4/2021		Will Pearce	Event Chair	Before the Nov. CHCA meeting, revise (this) Luminary Event Workplan for current year changes (dates, any design/process improvements, etc.) Use this updated workplan as part of the status report at the Nov CHCA mtg. Continue to revise as necessary, until the day of the Kit Assembly event.

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
50	Update Luminary Kit Assembly Worksheet with Current Year's Info	10/25/2021		11/30/2021		Will Pearce	Event Chair	During November, revise the Luminary Kit Assembly worksheet for any current year changes (e.g., new districts, new Trustees). Enter the totals from the storeroom inventory. Use this updated worksheet as reference for status report at Nov CHCA mtg. See Note below.
								Note: The Luminary Kit Assembly worksheet is the other main document besides the overall Luminary Event Workplan, and has an associated workbook, q.v., which contains instructions and notes for this worksheet: e.g., entering inventory, updating w/ Trustee info, etc. The updated Trustee info is the source for the Update Bundle Sheets task, q.v.
60	Give Luminaries Event Status Report at Nov CHCA Mtg	11/9/2021	19:30	11/9/2021	20:30	Will Pearce	Event Chair	Give high level status review, to include all tasks to be performed before the Kits Assembly event. E.g., recruiting volunteers, letter to trustees, signage, pea gravel delivery, purchasing coffee and donuts. Usually, the November CHCA meeting will be the last before the Kit Assembly event.

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
70	Recruit Specific Volunteers	11/6/2021		12/3/2021		Will Pearce / Emma Lindholm	Event Chair / CHCA President	Certain specific volunteers need to be recruited and perform tasks prior to the Kit Assembly event. Namely, a person to purchase coffee, donuts, etc. Publicity signage is also needed, and is covered as a separate task, q.v. Also, it is highly desirable, to secure a prior commitment for a Supervisor for Bundling the Kits, and for people to bring garden shovels.
80	Purchase (or Secure Donations for) Luminary Kits Supplies	11/12/2021		11/30/2021		Will Pearce	Event Chair	<p>No later than the week after Thanksgiving, purchase (or secure donations for) the kit supplies shown in the "Supplies To Be Purchased/Donated" column of the KitAssembly worksheet (ordering pea gravel is a separate task)</p> <p>New item for 2012: Buy six 1" x 2" x 36" wood garden stakes, to increase the efficiency of gravel shoveling, in stacking opened plastic grocery bags (new task 175). The Event Chair stores these stakes at home so they don't get lost.</p> <p>New item for 2015: Event chair will buy 4 "T-shirt" grocery sack racks, and will store these racks at home.</p>

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
90	<p>Update the Luminary Setup Instruction Sheet for the Current Year's Info, and E-mail This Updated Instruction Sheet to Copies Plus.</p> <p>Note: For 2011, CopiesPlus changed its name to Graph X Productions, and moved to 6351 Nicholas Drive (down this street from Mr. Mulch and diagonally across the street from the Rt 161 post office). Thus, e-mail the updated instructions to: orders@graphxproductions.com.</p> <p>Note: For 2021, attach a scanned image of the Event Sponsor(s)' business card(s) to the e-mail to GraphX, along with the request to print the image(s) on the back of each instruction sheet.</p>	11/12/2021		11/29/2021		Will Pearce	Event Chair	<p>No later than the week after Thanksgiving, update the Instruction Sheet (which is inserted in the luminary kits) for the current year's date and any other changed info. Send an e-mail with the updated Instructions Word document attached, to the CHCA President, requesting that the President review and approve. Then attach this Word document to an e-mail to Copies Plus specifying: the required number of copies (specify a few more than needed); that each page is to be cut into two copies; and that it is for the Colonial Hills Civic Association. E-mail to (rev. 2011): orders@graphxproductions.com.</p>

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95	Count out the correct number of Luminary Setup Instruction Sheets for each "inside" workflow workstation, for use as process control during the Kit Assembly event.	11/29/2021		12/3/2021		Will Pearce	Event Chair	<p>After picking up the Luminary Setup Instruction Sheets from the printer, but no later than the day before the Kit Assembly event, count out the correct quantities for each workstation, as described in the Kit Assembly Worksheet Instructions and Notes.</p> <p>Specifically, the quantities for each of the four workstations would be, respectively: 200; 200; 200; (Total Kits - 600).</p>
98	New Task for 2021: Count out the correct number of plastic grocery sacks, and place in the box to be given to the shovelers, for use as the shoveling process control.	11/29/2021		12/3/2021		Will Pearce	Event Chair	<p>The exact number of grocery bags (the same as the number of instruction sheets) will be given to the shovelers, so that they know when they are done, and so as to prevent their creating an excess of pea gravel sacks.</p> <p>Also, 25 additional sacks will be counted into another box, as a contingency for broken sacks and a "fudge factor" for small miscounts in the workflow.</p>

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
100	Order Pea Gravel for Delivery	11/26/2021		11/29/2021		Will Pearce	Event Chair	At the beginning of December, but no later than one week prior to the Kit Assembly event, order pea gravel from the current vendor (which has been Mr. Mulch on W. Dublin-Granville Rd for many years), for delivery at the Selby Park shelter house, on the Friday before the event day. It is highly recommended that you go over to Mr. Mulch, and perform this ordering and delivery specification in person, exactly one week before the Friday delivery date.
110	Write Letter to Trustees to Pick Up Kits for Their District	11/26/2021		11/29/2021		Emma Lindholm	CHCA President	At the end of November, the CHCA President writes a letter to the Trustees to specify when they are to pick up the assembled luminary kits for their districts. This letter can also serve as a request for confirmation of their service or their retirement as a Trustee for the upcoming year.

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
112	<p>New Task for 2013: Organize and Implement "Call Tree" to Phone all Trustees, Reminding Them to Pick Up Kits for their District.</p> <p>There are 38 Districts for Luminaries. For 2021, Alan Miroslaw will contact Trustees for Districts #1-12; Mary Ann Ogle will contact #13-24; Adam Bass will contact #25-40.</p>	11/29/2021		12/3/2021		Emma Lindholm	CHCA President	During the week before the Kit Assembly Event, volunteers are assigned a list of Trustees to call. If the Trustee doesn't have a listed phone #, volunteers contact the Trustee by either e-mailing or PMing on Facebook. For 2013, the volunteers were the CHCA President, the Secretary and Eliza Thrush.
115	<p>New Task for 2012: Create a Facebook Event on the CHCA Facebook Page, Publicizing the Luminary Kit Assembly Event, Asking for Volunteers</p>	11/15/2021		11/20/2021		Alan Miroslaw	CHCA President	For 2021, SignUpGenius is used for volunteers – see the Preliminary Section of this workplan.
120	Update and Place Signage	11/26/2021		11/30/2021		Emma Lindholm	Signage Chair	No later than the beginning of the week before the Kit Assembly event, update the Luminary publicity signage for the current year's dates and any other new info. Place signage at the three main entrances to Colonial Hills: E. Selby, Indianola and Park Blvd.

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
130	Update the Bundle Sheets Info, and Print a Set of Bundle Sheets	11/26/2021		12/3/2021		Will Pearce	Event Chair	No later than the week before the Kit Assembly event, update the Bundle Sheet information by copying and pasting any changed Trustee (or District) information from the (updated) Kit Assembly worksheet. Highly recommend you not try to type this info "freeform," which is susceptible to fumble-fingering! Then print a complete set of bundle sheets, and put them, along with any other supplies still at home, in the shelter house storeroom.
140	Pick Up Keys for Shelter House and for Shelter House Storeroom	12/2/2021		12/2/2021		Will Pearce / Emma Lindholm	Event Chair / CHCA President	On the Thursday before the Friday that the pea gravel will be delivered, pick up these two keys from the CHCA President. Then go test your access on Thursday, to ensure successful tasks completion on Friday and Saturday.

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
150	<p>Receive Pea Gravel Delivery and Cover Pea Gravel with Tarps</p> <p>Note: For 2015, a Parks & Rec employee requested that we not cover and dump gravel on the grassy area. Thus, Chair requested the gravel be dumped on the blacktop just south of the grassy area.</p>	12/3/2021		12/3/2021		Will Pearce	Event Chair	<p>About an hour before the scheduled delivery of the pea gravel on Friday, cover the grassy area outside the shelter house (the grassy peninsula within the blacktop, north of the picnic table area) with blue plastic tarps from the shelter house storeroom, onto which the pea gravel will be dumped.</p> <p>Then, upon the arrival of the Mr. Mulch driver, direct that the pea gravel be dumped on the tarps. Then, cover the pea gravel with tarps to protect against rain or snow's further freezing the pea gravel.</p>

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
160	<p>Move Luminary Kit Supplies into Storeroom; Also, Move into Storeroom: Napkins Sack (250), Paper Plates Package (100), Cups (100); Move Home the Box of 50 Baby Food Jars for Selby Park for Inclement Weather Contingency</p> <p>Note: For 2015, the store room was so congested that Chair moved only the tea light candles into it, and packed remaining supplies into car for delivery Saturday morning.</p>	12/3/2021		12/3/2021		Will Pearce	Event Chair	On Friday, during the timeframe of the pea gravel delivery, move into the shelter house storeroom any supplies which have been purchased/donated, but are still at home. (Thus is to ensure that there will no scrambling for supplies on Saturday, and that the focus can be on execution of the Kit Assembly workplan.) Move the box of baby food jars home.

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	Kit Assembly Event Day							
170	<p>Set Up Three Tables Outside the Shelter house for Workstations, and Tape Instructions to Tables.</p> <p>Note: Prior to 2011, only two tables were set up. The Event Chair observed in 2011 that three tables were necessary to maintain the rapid pace of the outside workflow.</p> <p>Note: For 2015, Parks & Rec purchased new, longer tables (but only 8); thus only two tables were set up outside.</p>	12/4/2021	7:45	12/4/2021	8:00	Will Pearce	Event Chair	<p>These two tables are located between the shoveling area and the bundling area, and are used for:</p> <p>a. Collection table for sacks of pea gravel b. Tables for kit assembly (where luminary components are put into the sacks of pea gravel)</p>
175	<p>New Task for 2012: Pound the Six Wood Garden Stakes into the Ground at Intervals Around the Mound of Pea Gravel.</p> <p>Note: For 2015, the four new grocery sack racks replaced the stakes.</p>	12/4/2021	7:45	12/4/2021	8:00	Will Pearce	Event Chair	<p>These racks will be used to hold plastic grocery bags. Thus, a volunteer can then easily open a bag from the rack, so that the shoveler can then quickly scoop the gravel into the bag.</p>

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
180	If Not Raining or Snowing Heavily, Remove Tarps Covering the Pea Gravel	12/4/2021	7:45	12/4/2021	8:00	Will Pearce	Event Chair	Due to the expected below-freezing temperature early in the morning, the surface of the pea gravel would be frozen. Hopefully warmth and sunlight after sunrise will soon begin to thaw the surface.
190	Set Up Four Tables Inside the Shelter house for Reclosable Bag Luminary Components Assembly	12/4/2021	8:00	12/4/2021	8:30	Will Pearce	Event Chair	Each table contains: a. A cardboard box with approx. 1000 tea light candles b. 1000 lunch sacks (crisscrossed into groups of 5 sacks) c. 200 reclosable plastic (freezer/refrigerator) bags (in their original cartons) d. 200 Luminary Kit Instruction Sheets
200	Working from a Bundle of 500 Lunch Sacks, Count Out and Crisscross the Lunch Sacks Into Groups of Five Sacks	12/4/2021	8:30	12/4/2021	9:30	Will Pearce/ Early Arriving Volunteers	Event Chair	This task enables focused and high quality performance of the subsequent workflow of assembling the luminary kit components into the reclosable plastic bags. In the past, this task has been performed by early arriving volunteers (in the 8:30 to 9:30 timeframe). Optional , starting 2011: Event Chair performs this task at home prior to Event Day.

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
210	Set Up Two Tables Inside the Shelter House Beside the Above Four Tables	12/4/2021	8:30	12/4/2021	8:35	Will Pearce	Event Chair	Each table will be perpendicular to, and at the end of, two of the above specified tables, and in line with the east side shelter house door. On each of these tables will be placed a large plastic bin from the storeroom, into which will be put the closed reclosable bags containing the assembled luminary kit components (5 candles, 5 lunch sacks and 1 instruction sheet). When the bins are full, they will be carried outside, and the reclosable bags will be put on an outside table.
220	Make the Box of Plastic Grocery Sacks and the Grocery Sack Racks Available to the First Shoveling Volunteer Note: For 2015, this task was updated to add to it the text "and the Grocery Sack Racks."	12/4/2021	9:00	12/4/2021	9:15	Will Pearce	Event Chair	This task is not performed until around 9:00 to 9:15 A.M., when there may be more volunteers present in the area, so that the grocery sacks have no chance of "vanishing"; rather, the box of grocery sacks (and the racks) will be given to the first shoveling volunteer who will start setting up the shoveling stations.

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225	New Task for 2013: Set Out the CHCA Event Form, for the Youth Volunteers to Sign	12/4/2021	9:00	12/4/2021	9:05	Will Pearce	Event Chair	The youth volunteers sign this form to obtain credits toward their CHCA Senior Scholarship eligibility. The form is incorporated into the Event Report submitted to the CHCA President, and is submitted to the VP/Events, who maintains this information.
230	Bring and Set Up Coffee and Donuts, etc. (The Event Chair is Responsible for Inventorying/Procuring Required Paper Plates, Cups and Napkins -- See the Above Task for Moving Supplies into the Shelter House) Note for 2017: In addition to contacting Tim Horton's the Friday before Event Day, it is suggested the volunteer call them on Saturday morning about 1/2 hour before arrival to make sure they are working on the order. Note for 2021: Replaced Tim Horton's with Dunkin' Donuts, Linworth.	12/4/2021	9:00	12/4/2021	9:30	Mary Ann Ogle	Event Chair	This is a special volunteer for this event, who needs to be recruited in advance. Due to time constraints this should be a different person from the Event Chair. The quantities of victuals that we have made available are: - 1 carton coffee (regular, not decaf) (For 2012, most of the 2 cartons was not drunk; thus only 1 carton is specified for 2013.) - 1 carton hot chocolate - 3 dozen donuts (1 dozen glazed, 2 dozen assorted) - 1 dozen muffins - 1 dozen cream cheese packages

Initial Version, Will Pearce, 11/08/2010; Rev: 12/10/2010; 12/09/2011; 12/07/2012; 11/09/2013; 11/26/2014; 12/04/2015; 11/7/2016; 11/19/2017; 11/28/2018; 11/18/2019; 11/10/2020; 11/25/2021

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240	Give Instructions for Any Early Arriving Volunteers	12/4/2021	8:30	12/4/2021	9:45	Will Pearce / Early-Arriving Volunteers	Event Chair	<p>The Event Chair instructs the early arriving (8:30 to around 9:45) volunteers in the workflow task that the volunteer wishes to perform; in turn, the early-arriving volunteers instruct the rest of the volunteers, who fill the rest of the workstations. Instructions are given for:</p> <ul style="list-style-type: none"> - Inside luminary components kit assembly (candles & lunch bags into reclosable plastic bags) - Pea gravel shoveling - Outside kit assembly - Kits bundling
250	Begin Early Workflow	12/4/2021	9:30	12/4/2021	10:00	Early-Arriving Volunteers	Event Chair	<p>As specified in preceding tasks, the early-arriving volunteers begin the workflow, and may perform two main functions:</p> <ol style="list-style-type: none"> 1) the given task at their workstation 2) instructing newly-arriving volunteers <p>The newly-arriving volunteers in turn either fill the rest of the workstations or increase the workflow volume at a given workstation.</p>

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260	Begin Full Workflow	12/4/2021	10:00	12/4/2021	12:00	Volunteers	Early-Arriving Volunteers / Event Chair	As specified above, by now the early-arriving volunteers are almost completely directing the workflow. As can be inferred from above, the transition from "early" to "full" workflow is hopefully dynamic and seamless; this task is listed as a separate task only because 10:00 A.M. is the advertised time for the start of the event.
270	Begin Kits Bundling	12/4/2021	9:30	12/4/2021	10:15	Specific Volunteer: / Early-Arriving Volunteer(s)	Event Chair	This is a special task which in effect serves as process control, and determines when we are finished assembling the kits. Ideally, this specific volunteer can be recruited in advance of the event. Generally, at least one (starting in 2012, two) other volunteers assist this specific person.
280	Monitor Workflow and Reassign Volunteers as Necessary	12/4/2021	10:00	12/4/2021	12:00	Will Pearce	Event Chair	The objective of this task is to dynamically resource and monitor the tasks such that the workflow is completed as quickly as possible; e.g., if all components have been used for a given workstation, the volunteers at that workstation, if they wish, will be asked to work at a different workstation or on a different task.

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Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
290	Check Off Trustees as They Pick Up Their Bundle of Kits; Assist Trustees in Loading Their Kits into Their Cars	12/4/2021	12:00	12/4/2021	13:00	Specific Bundling Volunteer: / Additional Volunteers / Will Pearce	Event Chair	A copy of the updated KitAssembly Worksheet will be used to record when each Trustee picks up their bundle.
300	Put Away Leftover Supplies in the Storeroom, and Clean and Sweep Shelter house	12/4/2021	13:00	12/4/2021	14:00	Will Pearce / Volunteers	Event Chair	The leftover supplies are put back into the northeast corner of the storeroom, per the sign on the wall there.
310	Dispose of Any Leftover Pea Gravel; Clean Off, Fold and Put Tarps Back into Storeroom	12/4/2021	13:00	12/4/2021	14:00	Will Pearce / Volunteers	Event Chair	
320	Deliver Kits to Any Trustees Who Aren't Able to Pick Up Their Kits	12/4/2021	13:00	12/4/2021	15:00	Will Pearce / Volunteers	Event Chair	Around 1:00 P.M., for any Trustees who have not yet picked up their kits, or who had previously notified us that they wouldn't be able to pick up their kits, the Event Chair and volunteers will start to deliver the Trustee's bundle of kits to the given Trustee(s).
	*** End of Kit Assembly Event-Day Tasks ***							

CHCA Luminary Event Workplan

Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
324	New Task for 2014: Place the (Painted) Luminary Night Event Signage	12/6/2021		12/7/2021		Emma Lindholm	Signage Chair	About 5 days before the Sunday Luminary Night, the Signage Chair will retrieve this signage from the shelter house storeroom, and place one sign at each of the three main entrances to Colonial Hills: E. Selby (across from St. Michael), Indianola and Park Blvd.

CHCA Luminary Event Workplan

Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
330	Assemble the Selby Park Luminaries, and Put into Boxes for Convenient Carrying	12/9/2021	15:00	12/12/2021	17:30	Will Pearce	Event Chair	<p>The Event Chair will store the ten Selby Park luminary kits at home. No later than the Sunday when the luminaries will be lit, the Event Chair will set up the 50 luminaries from these kits, and place the luminaries in boxes for convenient transportation to Selby Park.</p> <p>Optional, starting 2012: Per discussion at the January, 2012 CHCA Mtg, the Event Chair may substitute longer-burning white votive candles (which burn for approximately 8 hours, and will be purchased along w/ the tea light candles), for the 50 tea light candles in the kits.</p> <p>Note: If inclement weather is expected, the luminary kits will be set up using the baby food jars which are saved for this purpose in the shelter house storeroom.</p>

CHCA Luminary Event Workplan

Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
340	Place the Luminaries Around Selby Park and Light Them	12/12/2021	17:30	12/12/2021	19:00	Will Pearce / Volunteers	Event Chair	Starting around 5:30 P.M. on Sunday, these luminaries will be spaced approximately equidistant around the perimeter. Then the luminaries will be lit starting at approximately 6:15 P.M., such that all will be lit by 7:00 P.M.
350	Note: At the October, 2017, CHCA meeting we decided not to perform this task for 2017. Open the Shelter House, Provide Hot Cocoa and Host Luminary Lighting Colonial Hills Get Together, at 6:00 P.M. (Changed from 7:00 to 6:00 PM for 2013.)	12/12/2021	19:00	12/12/2021	20:00	Emma Lindholm	CHCA President	This is an optional task , to be directed by the CHCA President and Officers as desired for the given year. This task is included in this Workplan due to its importance to the Colonial Hills community in maximizing the enjoyment of the luminary display and of the season, but is not part of the luminary display workflow, per se (for which the Event Chair is responsible).
354	2017 Note: See task 350. In conjunction with lighting the luminaries, groups (such as a group of boy or girl scouts, choir, band or just festively-inspired neighbors) will carol in the Colonial Hills neighborhood, starting after the luminaries are lit, fortified by victuals in the shelter house, around 7:00 P.M.	12/12/2021	19:00	12/12/2021	20:00	Emma Lindholm	CHCA President	This is an optional task , to be directed by the CHCA President and Officers as desired for the given year. This task is included in this Workplan due to its importance to the Colonial Hills community in maximizing the enjoyment of the luminary display and of the season, but is not part of the luminary display workflow, per se (for which the Event Chair is responsible).

CHCA Luminary Event Workplan

Task #	Task Name	Start Date	Start Time	End Date	End Time	Assigned To	CHCA Organizational/ Functional Responsibility	Comments/Context
360	Pick Up and Throw Away the Luminaries Surrounding Selby Park	12/13/2021		12/13/2021		Will Pearce	Event Chair	<p>This is a housekeeping task for Selby Park, and should be done no later than the afternoon of the Monday following the luminary display.</p> <p>Update, 12/19/2011: This task needs to be done by 8:00 AM on Monday morning, to preclude the possibility of Parks & Rec's disposing of any baby food jars in the luminary lunch sacks during their trash pickup for Selby Park.</p>
370	Write Letter for Publication in the Next Courier, Thanking Any Vendors Who Donated Luminary Supplies	12/21/2021		12/31/2021		Will Pearce	Event Chair	<p>This task should be submitted to the CHCA President / Courier Editor, no later than the last week of December, such that this article can appear in the January Courier.</p>
380	Hand Carry a Copy of the Courier Which Contains Their Thank-You Article to Any Vendor Who Donated Supplies, and Personally Thank the Vendor's Manager That Provided the Supplies	1/19/2022		1/31/2022		Will Pearce	Event Chair	<p>This task should be performed in January, such that the vendor is thanked in a timely manner, and will see the favorable publicity that ensued from their generous gift to the CHCA.</p>
	*** End of Event Workplan ***							