

<u>PPR Staff:</u>	<u>Responsibilities</u>
Hun Taing	Overall Coordinator, MC
Stefanus Gunawan	Supply & Equipment Coordinator, Greeter & Sign in
Maya Agarwal	Greeter & Sign In, Comment Form
Daniel Kim	Photographer & supply, children's area
Elizabeth Kennedy-Wong	Food, comment form
Jaime English	Greeter & Sign In, comment form
Som Subedi	Set-up and clean-up
Peace Igbonagwam	Children's activity
Sierra Freeman	Children's activity
Rosie Orellana	Park Squad & Food
Savon Robinson	Park Squad & Food
Penny	ADA - Supply – Food

<u>GreenWorks Design Consultant:</u>	<u>Responsibilities</u>
Gill Williams	Dot activity, Greeter
Jennifer D'Avanzo	Dot activity, Greeter
Ben Johnson	Dot activity, Greeter

<u>Community Engagement Liaison (CELS):</u>	<u>Responsibilities</u>
Ngoc Diepv	Vietnamese, Cantonese & Mandarin speakers, greeter, comment form, dot activity
Ivonne Rivero	Spanish speakers, greeter, comment form, dot activity

Staff	Time	Length	Activity
All present PPR staff	3pm	1 hr	Set-Up: tables, chairs, water, games, food, supplies, banners, signs, canopy, speakr/mic, materials
Stefanus, Jaime, Maya, Ngoc, Ivonne	4pm	Ongoing	Greeters/Sign In, logistics – porta potty, children's activities, pass out comment forms and pencils
Peace, Sierra	4pm	Ongoing	Children's activities, face painting,
Rosie, Savon	4pm	Ongoing	Parks info table
Hun, Ngoc, Ivonne	4:05	15 min, Ivonne speaks in Spanish, Ngoc speaks in Vietnamese	Welcome Address: "Welcome neighbors & community members. Thank you for coming. This park party is the start of the Mill & Midland Park planning. Together with neighbors, community members and community organizations, we hope to create a park plan that is fun, welcoming and benefits all. We want to hear from you what you want for Mill and Midland park. We are working with Community Engagement Liaisons, Ngoc Diep and Ivonne Rivero who will provide Vietnamese, Chinese and Spanish interpretation for this event. Before we eat, please fill out the comment form and do the dot activity. There will be Portland Parks & Rec staff at each activity to help guide you. Enjoy the party, there's children's activities, parks informational booth and porta potty. If you have questions, ask someone with a Parks t-shirt or Parks name tag. Ivonne and Ngoc will speak in Spanish and Vietnamese.
Ngoc, Ivonne,	4:20	30 min	Staff pass out dots, helps community fill out form and do dot activity, give each person a "I love PDX" sticker" after they complete the dot

GreenWorks, Elizabeth, Jaime			activity.
Elizabeth, Rosie, Savon	4:50	20 min	Food serve
	5:10	15 min	Welcome Address: REPEAT