

PPR Staff:	Responsibilities
Hun Taing	Overall Coordinator, Facilitate Debrief
Stefanus Gunawan	Supply & Equipment Coordinator
Jaime English	Information/Orientation Table: Sign in, Survey/Schedule, Collect Survey
Maya Agarwal	Drawing table, take notes
Eder Murata	Photographer
Bret Horner	Help with tour, help usher people into the library
Scott Domine	Help with tour, help usher people into the library
Alicia Hammock	Orientation table, help with serving food
Andre Ashley	
Pooja Bhat	
4 IRCO Volunteers	Help with translation, filling out survey, serving food

GreenWorks Design Consultant:	Responsibilities
Jennifer D'Avanzo	Mill Park Info Booth, take notes
Ben Johnson	Midland Info Booth, take notes

Community Engagement Liaison (CELS):	Responsibilities
Ngoc Diep	Vietnamese, Cantonese & Mandarin speakers, comment form, table
Ivonne Rivero	Spanish speakers, comment form, drawing table

Staff	Time	Length	Activity
Maya, Jaime, Stefanus, Hun	5	1 hr	Set-Up: 4 tents, 3 tables, 8 chairs, supplies, 3 banners, # signs, 2 easels, 2 flip chart, vision boards, markers/crayons, 4 IPADS
Ben, Jennifer	5:15	45min	Set up materials, boards, review roles & schedule, name tags
Ngoc, Ivonne	5:30	30min	Review roles & schedule, name tags
Hun, Jaime, Ivonne, Ngoc	6	ongoing	Station 1: Orientation/Greeting table: sign in people, explain schedule/survey
Scott, Bret	6	ongoing	Station 2: Midland Park tour
Ben, Jennifer,	6	ongoing	Station 3: Midland and Mill info booth
Maya, Ivonne, Ngoc	6	ongoing	Station 4: Vision board drawings
Move to Library for Food	6:45	15 min	Alicia, Scott, Andre, all - usher people to library quickly Volunteers – help set up and serve food Greenworks & Maya – hang image boards on wall
Debrief in Library	7	30 min	Hun - facilitate, Jennifer -scribe, Maya- scribe
Take Photos	7	15 min	Eder
Clean Up Outside	7:15	15 min	Stefanus & voluneers, Jaime
Collect Survey & Adjourn meeting	7:30	5 min	Maya, Hun, Bret
Clean Up	7:35	10 min	Everyone
Debrief Outside	7:45	15 min	ALL: PPR Staff, CELs and Consultants
Adjourn	8		