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6-29-12
Weekly Synopsis 4

June 26 – Today is bank night for the Relay on Friday. I sorted t-shirt sizes and packed them in bags for each individual team. I then organized the back meeting room into the formation for bank night to meet. I set up a table with all of the team bags on them and one for teams to turn in money to. I then folded all of the extra shirts by size and ordered those on a separate table. Next, I made calls to local bakeries to see if they would be interested in participating in a fundraising event called Battle of the Batter in July.

June 27 – Today I designed and created a poster and matching flier for the Johnson County Relay For Life event on July 13.

June 28 – Today I made 20 signs for the Relay for Life tomorrow. Each team got a different sign according to what amount of money they have raised. There were Platinum, Gold, Silver, and Bronze levels. For those signs I had to write the team name on the sign, Place a 2012 sticker on the sign, and place a color sticker on the sign depending on the color level. For the lowest level, the rising star level, I had to drive to the party store and find some large purple star cut outs. I then pasted those to the signs, wrote rising star at the top, wrote the team name on the sign, and put the 2012 sticker on them.

June 29 – Today is an event day so I had to help transport everything from the office to the event site and then help set up.

This week was a little more hectic than normal because it was the week of the Washington County Relay For Life event. It was a very long day when I had to sort the t-shirts for all of the teams. It was confusing because there were four different t-shirts. Everyone got a white participant shirt. Then, if they are the team captain they also got a blue shirt, if they were a cancer survivor they got a purple shirt, and if they were a committee member they got a yellow shirt. I had to be very careful and pay close attention to how many shirt each person received. The task I enjoyed the most this week was definitely designing and creating the poster/flier for the Johnson County event. That is one of my favorite things to do. The only small issue I had is that I had to use Microsoft Publisher and I have never used that program before. I am use to InDesign, but that was not available on my computer. It took a few minutes playing around on the program to figure it out, but it was pretty easy. I also enjoyed making calls for the cupcake war event Battle of the Batter because it is an event I am really looking forward to.