

2ND QTR	FY 2008 - 2009		SATURDAY	SEPTEMBER	6,	2008
<b>HBDA HOSTING CHAPTERS</b> MILILANI LEAD CHAPTER VICTOR CANUBIDA 2717644 WAIPAHU WILLY DIONISIO 7802514 PEARL CITY SHIRLEY OTA 2924862			<b>ASSIGNMENT AT THE PALLADIUM</b> PEARLRIDGE ROXANNE KAINO 3843195 ASST DANCE DIRECTOR MAURY/EVE DUQUE 2289763			
NO CHARGE TO HBDA MEMBERS, INSTRUCTORS, AND LIFETIME MEMBERS. [\$3.00 FOR NON-MEMBERS]						

**EVENT**

**OHANA NIGHT**

**PALLADIUM DOOR SCHEDULE**

DOORS OPEN @ 5:00 PM FOR HOST MEMBERS & PALLADIUM SET UP. THE DANCE FLOOR MUST BE CLEARED OF NON-HOST CHAPTER MEMBERS BY 5:00 PM. OPEN MAIN DOORS @ 6:30 PM.

**LEAD CHAPTER'S RESPONSIBILITIES**

**MILILANI**

- CONTACT ASSISTING HOST CHAPTER PRESIDENTS TO ASSURE AVAILABILITY AT THE PALLADIUM.
- MAKE AN APPOINTMENT TO PICK UP THE ( KEYS / CASH BOX ) AT THE HBDA OFFICE ( 848-7789 ).
- IN CASE OF EMERGENCY, YOUR DISTRICT ASSISTANT DANCE DIRECTOR WILL BE AT THE EVENT
- KEEP DOOR ENTRANCES CLEAR FROM ANY OBSTACLES DURING THE EVENT.

**ASSISTING CHAPTERS**

**WAIPAHU PEARL CITY PEARLRIDGE**

**KITCHEN DUTIES**

**MILILANI**

AT LEAST (10) MEMBERS FROM YOUR CHAPTER FOR THE KITCHEN DUTIES. DUTIES INCLUDE: BEVERAGE PREPARATION OF WATER, JUICE, COFFEE, AND CLEAN UP.

**SETTING UP AREA**

**ALL HOSTING CHAPTERS**

**RECEPTION TABLE**

SET UP CHAIRS AND TABLES FOR THE RECEPTION AREA. THREE OR MORE WILL BE ASSIGNED TO THE RECEPTION TABLE PER SHIFT.

6:30 - 7:30 PM	PEARL CITY	
7:30 - 8:30 PM	PEARLRIDGE	
8:30 - 9:30 PM	WAIPAHU	

Secure table @ 9:30 PM. SUBMIT PAPERWORK TO THE TREASURER OR TO THE HBDA OFFICE THE FOLLOWING DAY

**CLOSING - UP: [ 9:30 - 10:00 PM ]**

**ALL HOSTING CHAPTERS**

RETURN CHAIRS BACK ON RACKS, TABLES, CLEAN UP AND ASSIST IN SECURING FACILITY.

**FIRE SAFETY**

KEEP DOOR ENTRANCES CLEAR FROM ANY OBSTACLES.  
 HONOLULU FIRE DEPARTMENT INSPECTORS MAKES FREQUENT CHECKS DURING EVENTS!

2ND QTR FY 2008 - 2009			FRIDAY	SEPTEMBER	19,	2008
<b>HBDA HOSTING CHAPTERS</b>			<b>ASSIGNMENT AT THE PALLADIUM</b>			
<div style="border: 1px solid black; padding: 2px; display: inline-block;">WAIPAHU</div> LEAD CHAPTER		<div style="border: 1px solid black; padding: 2px; display: inline-block;">MILILANI</div>				
WILLY DIONISIO 7802514		<b>VICTOR CANUBIDA 2717644</b>				
<div style="border: 1px solid black; padding: 2px; display: inline-block;">PEARL CITY</div>		<div style="border: 1px solid black; padding: 2px; display: inline-block;">ASST DANCE DIRECTOR</div>				
SHIRLEY OTA 2924862		NO CHARGE TO HBDA MEMBERS, INSTRUCTORS, AND LIFETIME MEMBERS. [\$3.00 FOR NON-MEMBERS]				
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ROXANNE KAINO 3843195						

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PEARL CITY

PEARLRIDGE

MILILANI

KITCHEN DUTIES

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