

## Work Schedule:

### 5:45 p.m. -6:00 Check-in

- **Registration:** Sarah, Jazmine and Elizabeth
- **Ushering:** Kelsey, Sally, Taylor and Rebecca (take them to their assigned colored tables, and ask them what they want to drink and bring it out to them)
- **Fixing Plates:** Tori, Fran, Shaunda, JoLena- fixing plates (have the salad plated, entrée plated and dessert plated).
- **Technical Logistics:** Dee, Lexi and Matt

### 6:00 p.m.- Welcome

- Networking exercises
- Melinda

### 6:40 p.m. (After Melinda talks we serve the salad All PDC and E-board members)

### 6:40 p.m. Dinner Etiquette (Elizabeth)

### 6:45 p.m. Another Networking Exercise (Lexi)

Serve the Main Course (all members of PDC and E-board except, Lexi, Jazmine, Sarah)

### 6:50 What to bring to an interview (Sarah)

### 7:00 p.m. Fashion Show (Jazmine)

- **What not to wear :**
- Matt (backward hat, sweatpants, tennis shoes, tshirt (relaxed look)
- Sally (Nike shorts and a tshirt)
- Dee (dress shorts with a nice blouse and heels with flashy jewelry)
- Tori (dress Shorts with a nice blouse and heels with flashy jewelry)
- **What to wear:**
- **Business Professional:**
- Fran (blazer and pants with a nice button shirt and heels)
- Sarah
- **Business Casual**
- **PDC**
- **Casual**
- Kelsey, Shaunda and Rebecca (Jeans, a more casual blouse, a sun dress still appropriate length and neckline)

### 7:10 p.m. Last networking tip: Dessert is served:

Serve Dessert (all PDC and E-board except Kayla and Lexi)

### 7:15 p.m. Email Etiquette (Kayla)

### 7:20 p.m. Questions and closing

**7:30 Awards (Dee)**

**8:00 Clean up (All hands on Deck)**