22 December 1994

Dear Squire,

The time is upon us to begin work on the 1995 Midwest Morris Ale. Actually, the time is a bit past, so we've got a bit of catching up to do. Please have the members of your team volunteer for committee work. The enclosed sheet briefly describes what each committee does. The Food, Registration, and Tour committees, in particular, need to begin work right away. Also, I am soliciting artwork for the T-shirt design. Have people who want to submit work call me for details (489-0205). THANKS!!

Jan Raven, Ale Czarina

LOOK AT ALL 3 SHEETS!

Please sign up to work on a committee and <u>include your phone number</u>. The following descriptions are meant to give you an idea of what kind of work each committee is responsible for. No committee should work in a vacuum, either; committees should consult with other related committees and coordinate work. Jan and Carol will facilitate this. If you have any questions, call Jan Raven at 489-0205 (will be out of town Jan. 15-30).

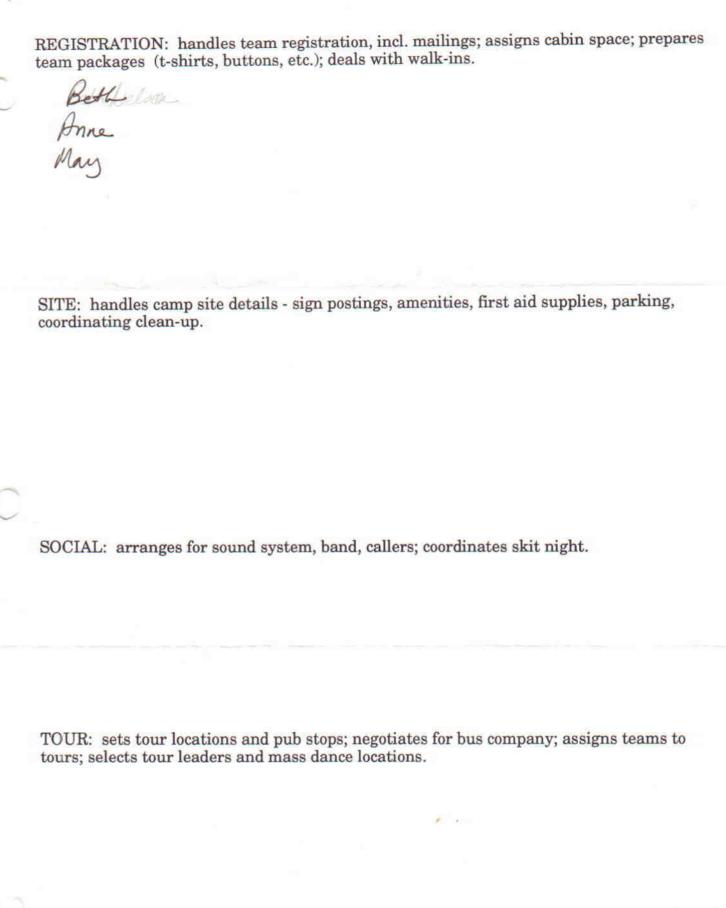
ALCOHOL: provide kegs; maintains supply.

CHILD CARE: coordinates child care.

COMMUNICATIONS: communicates with teams -- site maps, disburses schedules, onsite communication system, sets and posts weekend camp rules.

FOOD: negotiates for a caterer; recruits volunteer kitchen help; sets timeline for food prep; works with chef to set menus; arranges for snacks.

PUBLICITY: press releases, posters in local communities, etc.



WORKSHOP/MASS DANCE: chooses mass dances and coordinates teaching and running of same; selects workshops and assigns locations in camp.