

Junk To Do List

PRIORITY	ITEM	DETAILS	ARTISAN	IN PROGRESS	DONE
	Desk + Table	Build/Assemble	DAN		
		Paint (primer, 3 layers of gray, + spray coat)			
		Strip Filing Cabinets of Hardware (6 Handles) + Apply			
	Steelcase Chairs	Reupholster	Vaughn		
		Spray Adhesive	Katie		
	Rolling Chairs	Strip + Clean			
		Spray Paint	Katie		
		Spray Adhesive	Katie		
		Reupholster			
		Grease Casters			
	Reel-to-Reel	Assemble Motor + Reels, add suitcase handle	Patrick		
		Photoshop + Vinyl Print Reel-to-Reel Front	Sarah		
		Woodgrain (paint) Reel-to-Reel			
	Tray + Glasses	Pull 2 highball + 1 rocks glass, pull fake ice, gel wax - 2 iced teas + a whiskey, mount to tray			
	Tumbler w/ Scotch	Pull 1 rocks glass, pull fake ice, gel wax - one scotch on the rocks			
	Martinis	Pull 3 martini glasses, gel wax - 3 dirty martinis			
	Newspaper	Print			
	Voting Results Paper	Word, print			
	Check	Print			
	Time Mag	Make Back + Print	Sarah		
		Buy Magazine			
		Attach Vinyl to Mags			
	Financial Spreadsheets	Excel, dot matrix printer pattern, min 2 sheets, "ancillary related to overstock," print, put in folders			
	Poison Pill Papers	Word, "Eleven Percent," details about the poison pill, legal document proposal, print, put in folders			
	Indictment Report	Research, Word, print, put in folders			
	Chen Manuscript	Pull 2 identical scripts, fold and attach cover, make label, use sticky notes and red pen to mark up, 3 identical copies and 1 clean version			
	Playbill	Photoshop, Print, 1985 Broadway show			
	Raider Spreadsheets	Print			
	Diet Pepsi	Print + Apply			
	Everson Contract	Make + Print			
	Everson Spreadsheet	Modify Raiders spreadsheet w/ everson logo			
	Raider Contract	Modify Everson Contract w/ Raider logo			
	Role Call Sheet	Use script names			
	Chen Check	Check for Three Million Dollars from Raiders to Chen			
	Boxes of Paper	Assemble Banker Boxes			
		Add Foam and Files			
		Add Felt to Bottom of Boxes and Inside of Lid			
	Blanket	Adjust Blanket to Lie Flat	Sarah		
	Cookie Tin + Cookies	Buy Cookies	Katie/Patrick		
		Place Cookies in tin			
	Sticky Tape	Order/Examine			
	Coffee Cup	Addesso			
	Baby	Re-Swaddle			
	Baby Blankets	Pull			
	Resistance Tubes	Paint Handles Flat Black			

		Pocket Bible	Pull + Add Cross			
		Legal Pads	Assemble w/ Covers			