

ST. PAUL'S NURSERY SCHOOL FUN FAIRE/SILENT AUCTION COMMITTEE JOB DESCRIPTIONS 2011-2012

FUN FAIRE COMMITTEE

The Fun Faire Committee is responsible for assisting the Fun Faire Co-Chairs, the Fun Faire Booth/Props Chair, Fun Faire Food Chair and the Fun Faire Assistants in the planning, organizing and execution of the annual Halloween Fun Faire. Responsibilities will begin in the early summer with a Fun Faire Committee kick-off meeting. The members of the Fun Faire Committee will be split into various sub-committees with the following responsibilities:

Booth/Props Sub-Committee - Approximately 15 Positions

Parents will work with the Fun Faire Booth/Props Chair and Assistant in updating props, booths and decorations for the Fun Faire. Some parents will be responsible for a booth – meaning they will need to inventory what is on hand for the supplies for the booth, including decorations and prizes, coordinate the replenishing of any necessary items with the Fun Faire Booth/Props Chair and ensure that all necessary materials are set-up for the booth at the Fun Faire. Some parents may be responsible for creating the necessary signage for the booths. Some parents may be responsible for coordinating and designing decorations for the Fun Faire.

Food Sub-Committee - Approximately 3-4 Positions

Parents will work with the Fun Faire Food Chair and Assistant in organizing the food booth for the Fun Faire. Responsibilities include deciding the menu for the event, purchasing or obtaining donations for the food and other necessary supplies and otherwise assisting the Fun Faire Food Chair and Assistant as necessary.

Publicity Sub-Committee - Approximately 3 Positions

Assist Fun Faire Co-Chairs in publicizing the Fun Faire. Responsibilities will include distributing fliers to schools, businesses and other locations throughout the area and contacting publicity sources such as newspapers, mother's club newsletters, etc.

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SILENT AUCTION COMMITTEE

The Silent Auction Committee is responsible for assisting the Silent Auction Co-Chairs and Assistants in the planning, organizing and execution of the Silent Auction at the Halloween Fun Faire. Responsibilities will begin in the early summer with a Silent Auction Committee kick-off meeting. The members of the Silent Auction Committee will be split into various sub-committees with the following responsibilities:

Basket Wrapper - 1 Position

Wraps all of the baskets of donated items and purchases the needed supplies for wrapping the baskets (will be reimbursed for expenses).

Event Coordinators - Approximately 5 Positions

Assist with setup and teardown of the event. Must be available to help on the Thursday afternoon/evening **and** Friday morning before the Auction and be available on Sunday for clean up **and** closeout. Please do NOT sign up for this if you cannot make all of the time commitments required, which will include the following dates in 2011: October 20-23

Runners - 2 Positions

Work with Silent Auction Co-Chairs to coordinate pickup and delivery of donations and donor display items to Silent Auction Co-Chairs. After the Silent Auction, assist with the return of display items to donors.

School Gift Coordinators - 2 Positions

Work with parents to determine the Workday Baskets that each group of workday parents will create and auction at the Silent Auction. Coordinate and assist with Teacher Donations with Director and Staff. Deliver finished Workday Baskets and Teacher Donations to Silent Auction Co-Chair. Handles all aspects of this job.

Solicitation - Approximately 10 Positions

Parents will be provided with a list of donors who have received a donation solicitation letter. Parents will be responsible for following up with donors, making phone calls to see if they've received the donation solicitation letter and determining if they are interested in donating. If so, arrange for them to either mail their donation to school or inform Silent Auction Co-Chairs, who will arrange for pickup by Runners. Update Silent Auction Co-Chairs on a regular basis on progress. Also contact Silent Auction Co-Chairs to clean up donor list if some donors wish to be removed and not contacted in the future. Report all donations to Silent Auction Co-Chairs and submit final report after the Silent Auction.