

LOLLAPALOOZA COMMITTEE ROLES AND RESPONSIBILITIES

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Chairs

General Chair

- Set date, time, location, budget for Lollapalooza
- Provide support as needed for Fundraising, Event and Administrative Chairs
- Coordinate Fund a Need with Parish Liaison
- Tracks all reimbursement Forms
- Coordinates tracking of all budget items
- Reconcile books with parish accountant
- Track cash flow prior to, during, and after event (including reservations, raffle, gifts and expenditures)
- Coordinate after event acknowledgment of all volunteer, vendors and donors
- Develop flyer copy and letterhead for acknowledgments

Administrative Chair, Event Chair, Fundraising Chair

- Oversee assigned areas
- Provide support as needed for all committees
- Collect documentation for future planning needs
- Represent steering committee at necessary parish meetings
- Provide reimbursement forms for committee chairs

Parish Liaison

Mary Losik

- Ensure proper procedure is followed as set forth by parish leadership
- Communicate relevant event-planning activity between parish staff and volunteers

Parish Accountant

Rebecca Slattery

- Parish Financial Coordinator
 - Tracks all reimbursement Forms
 - Coordinates tracking of all budget items
 - Reconcile books with parish accountant
 - Track cash flow prior to, during, and after event (including reservations, raffle, gifts and expenditures)

ADMINISTRATIVE

Auction Tracker Donation Data Entry

- Enter all auction item data from Donor forms
- Organize each category and closing time
- Assign bid amounts to each item
- Coordinate printing of bid sheets for actual auction

Auction Tracker Reservation Data Entry

- Enter all reservations into Auction Tracker
- Reconcile amount entered to receipt report from Staff Accountant
- Track guests and tables for reserved seating and update Benefactor Committee

Graphic Design and Church Website

- Coordinate with chairs all print materials, utilizing theme.
- Work with printer on ordering and deadlines
- Layout and oversee the production of all print materials

Invitations & Mailings

- Recruit volunteers for stuffing invitations and auction programs
- Coordinate mailing of invitations, auction programs with mail house
- Work with reservation committee for check-in set-up/procedure at event

Publicity

- Create timeline for publicity/invitation plan for event
- Coordinate design/printing for "Save the Date" flyer, invitation/reservation card, raffle ticket, auction program & auction addendum
- Write copy for parish publications, local publications, press releases, etc
- Coordinate with invitation committee dates for mailings
- Oversee Hospitality Sunday table display and staffing with volunteers

Printing and Publications

- Coordinate printing of all materials with Graphic design and various printing Firms (often printing is donated)

Website (Lollapalooza) - See Graphic for Church Website

- Update Lollapalooza Website in January for current year event
- Update Lollapalooza Website in May with data from current year event

BENEFACTORS / VIP

Benefactor Party

- Coordinate with Event Chairs for date and time
- Coordinate with Parish Liaison and Event Chairs for Guest List
- Create Menu
- Work with Parish Liaison and Event Chairs for Budget for event

VIP Table

- Coordinate with Decoration committee and oversee the set up and decorating of VIP Table
- Secure any special tableware needed
- Recruit volunteers to serve table guest throughout the night
- Solicit gifts for table guests
- Coordinate with Beverage Committee for any special alcohol requests
- Coordinate storage of any items after event

EVENT NIGHT

Beverage

- Secure written contracts/donations with beverage vendors
- Coordinate with decorations committee prior to delivery/set-up
- Recruit staff for bar and floater staff at event
- Monitor supplies/oversee staff at event
- Coordinate station set up and times for each station

Beverage Slush

- Purchase and create the slush for the night
- Coordinate with the Beverage committee for serving of the slush

Check In

- Coordinate with Reservations for labels of all guest
- Coordinate with Publicity for Event programs
- Coordinate the putting together of guest packets
- Recruit and schedule volunteers to work check in
- Coordinate clean up and storage of all check in items

Check Out

- Reports to Administrative Chair
- Maintain database of guests as they respond
- Provide updated numbers to committee chairs of food, beverage and decorations
- Recruit volunteers for data entry and checkout during silent and live auctions
- Orchestrate check out the night of the event
- Orchestrate data entry of all auction items as they close
- Record bidders on sign up events

Clean up

- Coordinate with Set up committee where items were removed from that need to be replaced
- Rebuild church displays
- Coordinate placement of any rental items to be returned
- Recruit volunteers for clean up after the event
- Secure extra trash removal possibilities

Decorations

- Create an atmosphere of festivity at the event
- Recruit many volunteers for decoration development and set-up
- Work with publicity committee for consistency with theme/color choices
- Coordinate table covers for auction tables, satellite food, computer checkout and also check with food committee chairs regarding serving tables
- Coordinate acquisition of tent and table rentals

Desserts & Coffee Bar

- Coordinate with Dinner Chair
- Coordinate donations of desserts
- Oversee the acquisition and making of coffee
- Coordinate storage of desserts on day of event
- Secure enough trays to serve desserts on and cups for coffee
- Oversee the plating and serving of desserts and coffee
- Coordinate with VIP chair for VIP desserts and coffee
- Oversee clean up and storage of dessert items

Food

Cathy and Jim Marks

- Establish Menu for the event
- Monitor food; clean up during and following the event
- Determine plate/silverware needs
- Recruit volunteers to serve food

Food Appetizers

- Coordinate location of tables with decoration committee
- Solicit food donation
- Secure plates and serving platters
- Prepare serving area
- Recruit volunteers to monitor the tables
- Oversee the clean up and storage of leftovers

Music

- Create mood for the night with great music
- Set up equipment and take down equipment

Security

- Watch Narthex doors as guests exit confirming that items have been paid for

Technology

- Coordinate with treasurer, auction and power point committees to set up network at event

Volunteer Coordinator

- Coordinate with each committee to determine the volunteer needs
- Schedule and recruit volunteers
- Give list of volunteers to each committee chair before event so they can confirm
- Submit list of volunteers to graphic design for recognition in program

FUNDRAISING

Advertising

- Determine pricing, ad sizes with FR Chair
- Coordinate ads with Graphics
- Invoice advertisers if necessary
- Identify ads to be placed at no cost (Benefactors, comps for donations, etc)

Classroom Participation/Kids Creed

- Establish class gift concept. Utilize PTO communications
- Coordinate timeline with principal and teaching staff
- Oversee process of collection/production/purchase of gifts

Draw Down Boards

- Coordinate the number of boards and pricing of each number
- Coordinate with publicity the design of boards
- Recruit volunteers to work the station

General Support

- Assist the Acquisition and Orchestration Team
- Track Donation Pick Ups, Make Pick Ups If Needed
- Assist with content in PowerPoint and Program presentation (not creation)
- Create Certificates If Needed

PowerPoint

- Coordinate with auction committee for the acquisition/creation of graphics
- Create presentation for use during event to track live auction items currently accepting bids

Raffle

- Oversee solicitation efforts to acquire raffle items
- Coordinate with publicity committee printing of raffle tickets
- Recruit volunteers to sell raffle tickets before/after masses
- Maintain collection of raffle tickets prior to event

Sign Up Events

- Solicit 3 to 4 sign up event donations
- Coordinate with donors maximum number of guests, date, menu or other event details
- Coordinate cost of each event
- Oversee development of advertisement in Event book and other publicity
- Oversee design of event boards
- Assist donors with list of guest who bought tickets
- Send confirmation letters to buyers regarding parking. Etc.

Silent Auction Acquisition

- Recruit solicitation team
- Oversee track solicitation efforts for silent auction
- Collect donor forms
- Coordinate Data Entry into Auction Tracker

Silent Auction Orchestration

- Maintain data base of all donations
- Designate auction categories and closing times
- Coordinate entries into Auction Book
- Prepare auction items for display
- Prepare bid sheets
- Coordinate table closing/data entry during silent auction with checkout station

Verbal Auction Acquisition

- Recruit solicitation team
- Oversee/track solicitation efforts for live auction
- Collect donor forms, proof completed forms prior to input
- Log Gift certificates in with Donor Form
- Coordinate Data entry into Auction Tracker & Auction Book

Verbal Auction Orchestration

- Coordinate data entry/runners during live auction
- Provide copy for auction book
- Display auction items in Social Hall
- Work with Decoration Committee
- Submit Photos for PowerPoint
- Recruit Master of Ceremonies

Underwriting

- Solicit cash donations to be used for underwriting of items