

LOVEBOAT 2012 VOLUNTEER OPPORTUNITIES

COMMITTEE

VOLUNTEERS (TO-DATE)

DÉCOR / SET UP

Tom Kaelin, Caroline Kaelin, Karen Walz, Doug Loneman

- assist with setting up and decorating the gym and lounges the night before and /or day of the event
- assist with locating / donating décor needed
- help locate / find / shop for items/decorations
- help set up tables / chairs / etc.

CLEAN UP

Stan Van Lierop

- make sure we have enough trash facilities (cans & bags) for event
- make sure dumpster has been emptied before event
- take out trash during event, if needed
- begin clean up on Saturday night
- help to finish clean up on Sunday
- help break down and put away, tables, chairs, decorations, etc.

RAFFLE BASKETS

Alison Schwalbach, Molly Fassler?

- help to come up with basket ideas / themes
- help to obtain items for baskets
- prepare baskets for display and set up day of event
- obtain items needed for raffle baskets (tickets, paper etc.)

APPETIZERS

Kim Marcus (Mokka), Vickie Smith

- get quotes on food and book caterer
- determine what dishes /utensils will be needed and obtain for event if not provided by caterer
- be at event to meet caterer to assist in food set up
- get volunteers to replenish food throughout night, clean up and put away food night of event, if needed

SIGN UP PARTIES

Cherie Zieleniewski, Catherine Ampfer

- come up with party themes and ideas
- find hosts for parties (theme, date, # of people, cost pp etc.)
- create sign-up sheets for event
- create advertising pieces for parties before and during event
- work at the sign up party table at event

MONEY

Wade Smith

- help with collection and accounting of money throughout the night
- credit card machines
- get start up cash from bank
- count money at end of event

RESERVATIONS**Carol Gessner**

- stuff and mail invitations
- track ticket sales
- work a shift at the registration table the night of the event

RAFFLE**Jennifer Desmond, Katie Desmond**

- pre sale raffle tickets before event
- help sell tickets at event, if needed
- assist chair w/ maintaining list of tickets sold

SPONSORS**Vickie Smith**

- contact sponsors for donations
- maintain list of sponsors and benefits

BEER**Bob Volk**

- sell drinks the night of the event (1 hour shifts)
- help maintain and replenish all drinks throughout the evening
- order cups and any drink supplies for event
- ice down beer for event

LIQOUR & WINE**Tommy New**

- sell drinks the night of the event (1 hour shifts)
- obtain supplies needed for mixed drinks
- help maintain and replenish all drinks throughout the evening wine, alcohol, soft drinks, coffee)
- order cups and any drink supplies for event

ENTERTAINMENT**Dan Walsh**

- market and spread the word regarding the different musical genres and performers
- review bands checklist to ensure their requirements are met (technical and provisional)
- confirm band(s) arrival time and playing schedule
- determine how / what music will be played during band breaks

PUBLIC RELATIONS**Karen Walz**

- research phone numbers, email addresses of publications and media sources
- spread the word about event and promote sponsors
- create and post signs
- make sure we are marketing event in appropriate media venues
- facilitate frequent communication to parish via scoop, bulletin, parish email, CCD, group meetings etc.