**2017 Springfest Benefit**

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| **Committee** | **Description** | **Sub Committee Members** |
| Raffle | 1. What can we do for a raffle prior to the event? Something we could use to display at every BSCS event going forward to attract people to buy raffle tickets and also attend the event.
 | Robert Henkelrhenkel93@gmail.com |
| Online Bidding and Event Webpage Team | 1. Create event website
2. Design a Logo
3. Sell tickets online
4. Attendees to select menu
5. Attendees to choose table
 | Sommer Borzilleri sommerp@gmail.comRachel Bills rachelabills@gmail.com |
| Marketing Team | 1. Promote the event
2. Send a “Save the Date”
3. Invite STM and Blessed Parishioners
4. Invite Alumni
5. Come up with a theme to “bring a friend” and bring people from the community (not just the school) to the event
6. Sell tables to sponsors
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| Baskets Team | 1. Silent Auction
2. Reaching out to families who have not signed up
3. Reaching out to all families to offer guidance
4. Setting dates to deliver baskets
5. Receiving baskets and styling them
6. Coordinating with Jim to drop off baskets at STM
7. Adding business donations to baskets
8. Entering baskets’ photos to online bidding
9. Setting up baskets the morning of the event
 | Sandra Galindo ramirez.sandra@gmail.comRobert Henkelrhenkel93@gmail.comShana Hawesshanasandy@gmail.comCelia Sagastumeabeycely@gmail.com |
| Music & Entertainment | 1. Finding a DJ or Band
2. Renting Dance Floor
3. Projector & screen
4. Doing Powerpoint to display the night of the event
5. Looking into parents performing??? Maybe?
6. Is Wi fi available?
7. Photo Booth
 | Laura Vallejo laura.vallejo@dioslc.orgJoni Clarkjoni.clark@utahca.orgMolly McDonough mollybmcd@hotmail.comMily Iriartemiriartea@live.comOlivia SagastumeAlejandra\_980@yahoo.com |
| Live Auction | 1. Request Business Donations
2. Work with Room parents to get at least one parent from each class to work on the Art Project
3. Auctioneer is booked! –Thanks Amanda!
4. Brainstorm two (or more) ideas of how to do something fun to get people to participate and donate
5. Fund-A-Teacher Project will be done during Live Auction
6. Create “Quiet Please” signs and have ~5 volunteers walk around tables with them during video showing and live auction
 | Abigail Wright abigail@jwright.bizCassi KendzoirC\_kendzior@hotmail.comAmanda OlivasAlolivas1983@gmail.com |
| Video | * Create a video to play the night of the event –theme to be determined by this subcommittee
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| Craft | * Work with each class to create a small token of appreciation from the children to each attendee
* Have at least two students from 6pm-7.30pm at the entrance of the event handing in the crafts to each attendee
 | Amanda OlivasAlolivas1983@gmail.comSoledad Marchitelli BrownSoledad.w.marchitelli-brown@aexp.com |
| Alcohol Committee | 1. Obtain the alcohol license
2. Obtain alcohol donations
3. Forecast/buy alcohol
4. Do we have all of the proper glassware, etc.?
5. Get bar set up the night of the event and volunteers to staff it
6. Figure out a way to receive payment
 | Kevin Macgilvery kmacgilvery@yahoo.comRobin Van Hartmannjaninamgh@yahoo.comMarcela Montemurro marcela@marcelam.com |
| Food Committee | * Determine menu
* Purchase food
* GET VOLUNTEERS TO SERVE! Or, evaluate doing it buffet style…maybe? Do we have the space to do that?
 | Abigail Wright abigail@jwright.bizKevin Macgilvery kmacgilvery@yahoo.comJAMES STACI GOLA jgola1@msn.com |
| Easel Parties | * This is a great way to reach out to parents to figure out what skills they would like to share with the rest of the school!
* For example, who would like to teach a group of X parents how to knit? Snowmobile? Who would like to teach a fitness class? Or have a group over for a dinner party?
* Then create a marketing feature to promote these classes/events and get parents to sign up for X amount of dollars.
 | Allison Daughertyadaugherty@phytomerusa.comSoledad Marchitelli BrownSoledad.w.marchitelli-brown@aexp.com |
| Decorations | * Work with Jim to obtain the set-up of STM and add it to website
* 80s style decorations
* Visit STM
* Purchase decorations
* Put up decorations
 | Ruth Lowe ruth.i.lowe@gmail.comCarla HenkelMotherhen131@gmail.comAmanda Lopez akalopez@gmail.comKayce CorneyKCorney@gmail.comEmilee GornikEmilee.m.gornik@aexp.com |
| Volunteers | Gather volunteers to:* Greet event attendees
* Show Live Auction Items
* Register event attendees as they walk in –train them a forehand so they know the system
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| Event Program | * Create Event Program
* Print Event Program
 | Brett and Christina Kingbrettking@bellsouth.netStella Marquezsmarquez@gmail.com |
| School Equipment | * Bring laptops and tablets to venue the morning of the event
* Set them up
 | Derek ElzingaDerek.elzinga@gmail.comCarolyn Topoleskicperrysh@aol.com |
| Finance Team | * Contact the group who volunteered last year to set up the online bidding network and run it throughout the night – done! John McHugh will assist and bring two other people to run the finance team that night.
* Run the final numbers of the event
 | John F McHugh John.F.McHugh@aexp.comLiana Morelandlmoreland@wcf.com |