

Committee	Description	Lead Volunteer	Team
Auction Spotters	live auction spotters and desert auction servers		
Bar, liquor license	Acquire liquor license, coordinate with Patrick Gallagher on Bar, Bar Tenders Lake Forest Wines 933-WINE	Baseball, Jerry Jolly	Baseball
Cashiering	Support all cash transactions for event, auction, various ticket sales (drinks, tasting, casino games, raffle), etc., credit card processing forms.	Deanna Stancheck	Softball
Catering & Food Donations	Coordinate with caterer for food, setup, serving, cleanup, contract for required table linens and table service Refer-A-Chef (John) 488-8065	Cathie Simmonson	GLaX
Correspondence	Donation solicitation letters (letter is written), send thank you letters after event. Sponsor Plaques - Gold Country Engraving 530-672-8453	Diana Kaiser	Gsoccer, Water Polo, G Basketball
Desert Auction	Solicit Desert donations from local restaurants and bakeries, support auction of deserts (cash and cut on the spot). contact Karen Slagle kms_7of8@yahoo.com regarding last year and details of event	Mary Prather	Water Polo, Swim
Donations	Coordinate team donations, discourage the use of team funds to buy auction item, encourage "team labor" like donations, e.g., yard work, baby sitting, moving, etc. o) Contact assigned businesses for donations, popular auction items that have high return and reasonable effort. O) Collect items o) store items o) Create spreadsheet of items, donor, team Auction Area Setup Work very closely with the Cashiering group	Vicki Herd Kimberly Jamerson Marge Nager	Football Boys Basketball Girls Golf
Event Chair	Make it Happen	Ralph Clark Bill Wagner	Girls Tennis Cheer, GLaX, Wrestling
Event Decorations	Less is better, keep it simple, to theme, nothing left behind (disposable e.g., balloons, or give-away, e.g., bottle of wine centerpiece with custom label sleeve.	Betty Williams	G&B Basketball
Event Coordinator	Keep the events moving according to evening schedule.		
Event Ticket Sales	Design and print tickets, distribute ticket order forms and tickets to be sold, work with webteam for online ticket sales, track ticket sales.	Laura Green, Ralph Clark, Bill Lane	Football Gtennis XC, T&F
Facilities	Coordinate with Mercedes for use of facility and valet service. Contract for tables and chairs. Table, Chairs, Bar setups - All Occasion Party Rental 434-2616 Valet - Neumann Ltd 838-5088, neumannlimo@sbcglobal.net Mercedes Sydney Young 505-3891, mayottey@jps.net Coordinate the DJ and sound system - John Bosch 933-2411 Dumpster: Waste Connections (donation)	Marinell Hunt	Dance Team
Finance	Write Checks to vendors work closely with cashiering group, final finance report	Diane Lund Mary Lynch	Gtennis Ski&SnowBoard, Blax
Poster Contest	Lead survey to pick a theme, Coordinate with Oak Ridge Art Department on extra project designing poster in theme. Theme, select finalist, select winner. Arrange for printing and posting of winning poster to publicity committee.	George Marquez	Wrestling
Program and donations tracking	work very closely with the donations and cashiering group		
Publicity	Work with school marquee, local media, update and post banners, fire station, posters, etc, to advertise event.	Ed Abelia	Boys Soccer
Setup	Coordinate with Facilities committee as needed for pickup/delivery of tables and chairs as needed. Setup tables and chairs before event big group, short time, tables, linens, minor décor	1) Mary Lynch 2) 3)	BLaX, Ski&SnowBoard
Cleanup	Bag trash and dumpster through out event and at end. Take down tables and chairs, etc. Must finish clean up by 11pm like we were not there. Coordinate with Facilities committee as needed for return of tables and chairs.	1) 2) 3)	
Slide Show/Video	Collect photos and video from all teams, personal interviews, produce DVD slide show / video to music. Make copies and orderforms to sell at event.	Becky Potter	GVolleyBall
Team Donations	Coordinate team donations, discourage the use of team funds to buy auction item, encourage "team labor" like donations, e.g., yard work, baby sitting, moving, etc.	Vicki Seich	
Wine Tasting	Coordinate with local winery(s) for setting up complimentary wine tasting and purchase	Rita White	Girls Basketball

Missing

Boys Tennis, Boys Golf, Boys Volleyball