

WMS PTSA Funky Formal Fundraiser

February 28, 2015

Event Chairs

- Review allocated budget
- Set the date and time
- Reserve a location and sign contract
- Arrange for auctioneer or emcee
- Arrange entertainment
- Decide on the ticket price
- Update fundraising letter and forms
- Apply for special licenses (banquet, raffle)
- Save the Date announcement
- Determine auction software (optional)
- Update WMS PTSA website
- Coordinate committee tasks
- Set deadlines for tasks where needed
- Draft layout and timeline for event night

Communications Committee

- Send postcards invitations
- Assist in creating/distributing posters
- Social networking and blogs
- Thank you letters to donors & sponsors
- Follow up event announcements

Donation Committee

- Set deadline for donations _____
- Distribute donation letter and form
- Suggest donations- see wish list
- Help organize and promote:
 - Teacher donations/experiences
 - Dick's lunch delivered & Ice cream special
 - 8th grade promotion seats
 - Group parties/dinners
- Maintain donations spreadsheet
- Determine how to handle last-minute donations
- Enlist volunteers to contact organizations and follow up with donor requests
- Deliver auction items to the event

Ticket Committee

- Coordinate ticket sales
- Start and end date for tickets sales
- Have ticket purchasers preregister (optional)
- Maintain guest database
- Assign bidder number to ticket purchasers
- Determine availability of last minute tickets

Food and Bar Committee

- Coordinate menu and bar
- Reserve bartenders (if needed)
- Plan layout space for buffet/dessert/drink
- Arrange for dessert plates and silverware
- Enlist volunteers to replenish trays

Set Up and Clean Up Committee

- Arrange early access to venue
- Coordinate layout with venue and committees
- Enlist help for set up and clean up
- Dress tables with linens and centerpieces
- Hang welcome signs and event posters
- Hang WMS banner over stage
- Arrange for easels to display student art
- Set up food, bar and dessert table
- Pack up food and supplies
- Remove all decorations and displays
- Conduct final walk through

Cashier Committee

- Arrange for credit card processing
- Arrange for computer/printer setup
- Arrange for a "paper" backup system
- Set up registration & checkout table (supplies)
- Check in guests & assign them bid numbers
- Enter winning bids, bar, raffle, raise the paddle..
- Conduct credit card transactions
- Prepare reports for guest checkout
- Print winning bidders receipts, if requested

Welcome Committee

- Direct guests and volunteers as they arrive
- Place desserts on dessert table and label
- Assist with raffle ticket sales
- Roam with camera, if no photographer

Silent Auction Committee

- Coordinate with set up committee
- Arrange items and bid sheets on tables
- Provide a pen for each bid sheet
- Coordinate closing silent auction
- Mark winning bidders of dessert dash
- Match bid sheet with item
- Oversee guest check out

Live Auction Committee

- Arrange for sound system (podium, microphone, speakers)
- Determine order for live auction items
- Meet with the auctioneer
- Assist in creating a video or slideshow
- Set up live auction display before event
- Enlist volunteers to record bid numbers
- Assist auctioneer/emcee
- Make announcements about silent and live auction procedures
- Announce end of silent auction and countdown silent auction bidding