



SPRING SOIREE EVENT UPDATE

Hello All,

First and foremost, a huge **THANK YOU** for signing up to help us with the Spring Soiree. We are so excited for this event and have ideas swirling abound! Of course we cannot pull this off without the help of **ALL OF YOU!** We need sub-committee leadership positions filled ASAP – we will be working closely with you – so don't let any panic set in! You will not be left in the dark, or left without additional volunteers to serve alongside you. We know you all have great talents, and it is our goal to expose those through this event. Please see the sub-committee list below and respond to us with your first and second area of interest. If you prefer not to “lead” a certain area, please still respond to us with your first and second area of interest – that way we can attempt to best match you within a category.


We need Sub-committee Leaders in the following areas:

1. Solicitations Lead: 2 people needed to help secure donations
2. Logistics Lead: 2 people needed to organize “all the gear” for the event
3. Raffle/Prizes Lead: 2 people needed to track and display the raffle/prize items
4. Food/Beverage Lead: 1 person needed to coordinate the ordering/delivery/set-up
5. Decorations Lead: 1 person needed to assist Becky and Frances in the layout of event décor
6. Registration Lead: 1 person needed to manage the event registration process
7. Entertainment Lead: 1 person needed to secure live music options for the event
8. Closing Lead: 1 person needed to ensure event closing is smooth
9. Cashier Lead: 1 person needed to direct the financial components of the event

*** General description above, but subject to minor changes based on need. Please keep in mind that you will have other volunteers to help you in each one of these areas – you will be leading the effort but not alone!

Any questions? Please contact either Becky or Frances below.

Thank You! 

Co-Chair Name	Phone:	Email:	Parent Of:
Becky Gaviola	208-989-7841	beckygaviola@yahoo.com	Sebastian, 3 rd Grade
Frances Corrigan 	605-430-2790	usafly@earthlink.net	Keira, Pre-K Kathleen, 6 th Grade Kevin, 7 th Grade

EVENT DATE/TIME: SATURDAY, APRIL 14, 2018, FROM 6:30PM – 8:30PM