

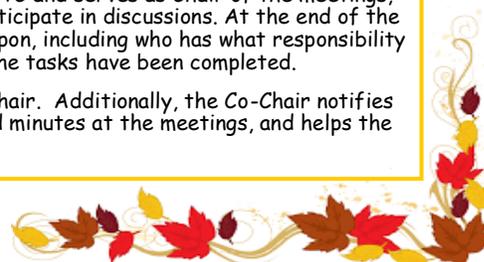
St. Mary's Catholic School's Fall Festival September 29, 2018 Committees & Descriptions

- Sponsorships—Local (and non-local) business sometimes wish to make a monetary donation to the school rather than a product donation for the silent auction. Work in this area would be calling on those business who have donated in the past as well as bringing in new sponsors. In addition, display signs will need to be made for any new donors as previous donor signs will be reused.
- Silent & Live Auctions—Auction items consist primarily of a product or service donation made by businesses, as well as individuals from the community and church/ school. Class projects are also included here. Work in this area would include calling on previous donors in addition to adding new donors. Also, help is needed in the collection, presentation, and selling those items the night of the event. A user-friendly software is utilized to organize the list of items, donors, and sponsors. Likewise, the software is used to print bid sheets and check out buyers at the end of the auction. A majority of the proceeds from Fall Fest come from the auctions and sponsorships so attention to detail here is a must!
- Games—Many different games are provided for kids to enjoy at Fall Fest. Each game costs a certain number of tickets, which are purchased, to participate. Assistance is needed in this area as far as first deciding on which games to include, next to assess the condition of previously used games and making repairs if necessary. Finally, new games are always encouraged so that may involve actually constructing games. Booths that are provided by outside vendors need to be scheduled for the date and time, etc. All games must be pre-approved by the Fall Fest Committee, especially those from outside vendors.
- Food—Food is a big attraction for our guests and money maker for the school! Supplies must be purchased, food prepared, served and cleaned up at the event. Many hands are needed here!
- Early-Bird tickets—Fall Fest tickets are provided at a discount to both the school and parish. Orders for these tickets must be advertised for, collected, tracked, and distributed to the purchaser.
- Raffle Tickets—Each St. Mary's student is encouraged to sell raffle tickets for the event. Students compete for prizes such as electronics or gift cards. Fall Fest raffle drawing takes place at the event and has had such prizes as a side of beef, gas cards, grocery carts, and the like. Help is needed to print, distribute, and track ticket sales daily up to the Fall Fest event.
- Advertising— We must get the word out not only in Ponca City but also the surrounding community about our event. Help is needed to prepare and distribute the word to the radio stations, newspapers, our own church bulletin and within our school, revise and hang signs both to advertise our event and make our sponsors visible.
- Scheduling—Parents, guardians, and volunteers are needed to work 30 min shifts at the Fall Festival. Help is needed to work with the Homeroom Coordinator as well as the Volunteer Coordinator to fill these shifts. NOTE: Safe Environment Training is not required for volunteers at Fall Fest.
- Pot of Gold—Always a favorite for the kids! Game participants can exchange tickets they may have earned at select games for trinkets at the Pot of Gold booth. Assistance is needed in cataloging leftover items from previous years, selecting and purchasing new items, and especially setting up the booth and manning it during the event.
- T-shirts—Students display their pride for their school and for the event with an annual Fall Fest t-shirt. Sponsors are displayed on the back while the design on the front changes from year to year. Design process begins in the summer, orders are taken shortly after school starts and T-shirts are distributed just before the event. Fall Fest shirts can be worn on Fridays, School Spirit wear day, throughout the year.
- Set up/ Clean up—Work on silent auction set up begins earlier in the week, but the grounds set up takes place the morning of Fall Fast and all hands are needed! About 80 tables 500 chairs are trucked in and game booths are set up as well as Pot of Gold booth, bouncers, live auction trailer, etc. Likewise, many hands are again needed to disassemble everything at the end of the night.
- Thanking Donors—We really want to show our donors how much we appreciate their support and we think it is important to send each one a hand-written Thank You note. Individuals are needed to complete this task.

St. Mary's Catholic School
Love God and Love Our Neighbor

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- Chair—The Fall Fest Committee Chair works with the PTC and serves as Chair of the meetings, facilitating discussion and encouraging members to participate in discussions. At the end of the meeting, the Chair recaps what the group has agreed upon, including who has what responsibility and follows up with the responsible party to see that the tasks have been completed.
- Co-Chair—The Co-Chair serves in the absence of the Chair. Additionally, the Co-Chair notifies members of committee meetings, takes attendance and minutes at the meetings, and helps the Chair in encouraging volunteer participation.



LIVE AUCTION!

SILENT AUCTION!

GAMES!

CAKE WALK!

GROCERY CART GIVE-AWAY!

FOOD!

CARMEL APPLES!

St. Mary's Catholic School

Fall Festival September 29, 2018

CLASSROOM PROJECTS!



What is Fall Fest??

Fall Fest is a fun-filled evening for the entire family and an excellent opportunity for you to become acquainted with other parents/families in the parish community.

The continued success of Fall Fest is vital as it is the school's primary fund-raiser. Proceeds from this event are used to supplement the operational expenses of the school.

St. Mary's Fall Fest has become quite celebrated over the years, drawing people from Ponca City and surrounding communities.

Because it is such a huge event,

EACH FAMILY IS EXPECTED TO CONTRIBUTE THEIR TIME, TALENT AND TEASURE TOWARD ITS CONTINUED SUCCESS!

****Committees are forming now!****



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How can you help?

- ⇒ Sign up for at least one of the committees
- ⇒ Help your child sell raffle tickets
- ⇒ Participate in / contribute to your classroom project
- ⇒ Contribute baked goods to the Cake Walk
- ⇒ Work a shift at the event