

## Fall Fundraiser Sign Up Sheet

	Event Logistics*	Sponsorships*	Entertainment*	Marketing & Public Relations*	Financial Management*	Day of Event Money Raising / Handling*	Beneficiary(s) outreach and coordination*
Leslie Luther - Committee Chair	X - lead						
Norm May - Committee			X - lead				
Frank McGovern - Committee		X - lead					
Chrissie Mena							
Tim Bergan							
Paul Berlin							
Burke Groom							
Brian Harris							
Julie Linnekin							
Michael Mann							
Alexis Portugal							
Kurt Marquardt							
Norval Stevens							
John Gilett							
Jim Arie							
Brittanya Bryant							
Andrew Burdett							
Suzanne Corr							
Gene Dawson							
Karen Darch							
Dave Nelson							
Allen Gray							
Kyle Kick							
Ralph Jensen							
Martin Konsor				X - PowerPoint			
Lisa Kovac							
Bob Lee							
John Olszewski					X - lead		
Gary Personette							
Denardo Ramos							
Carl Walsh							

**Event logistics:**

Select venue, menu, decorations, layout, event flow. Work with Financial Management group to establish (and stay within) budget. Handle volunteer logistics (numbers needed, as

**Sponsorships:**

Obtain major sponsors, coordinate with beneficiary(s) organization to do same, coordinate Club Membership solicitation efforts, work with Financial Management group to ensure appropriate goals set and met. Work closely with Entertainment and Day of Event groups.

**Entertainment:**

Determine theme, obtain and manage entertainers, obtain all necessary gaming requirement if casino is part of entertainment. Work with Financial Management group to establish budget, coordinate with logistics group on day of event flow.

**Marketing & PR:**

Develop creative and branding materials as well as marketing plan. Produce collateral, determine distribution channels, create powerpoint presentation highlighting Club and causes supported to drive support bids. Develop budget for all of this in conjunction with Financial Management group

**Financial Management:**

Establish goals and budgets, working with all other groups. Track and report weekly / monthly.

**Day of Event Money Making:**

Develop fund raising plans for the event (raffles, silent auction, ticket drop, small games, etc.). Determine money handling and collecting logistics. Obtain silent auction and raffle items.

**Beneficiary(s) coordination:**

Work closely with any identified major beneficiary(s) of our fund raising efforts - acting as primary liason to ensure they assist with attendance, marketing, volunteers, etc.