

Role	Activities
Event Chairperson	Coordinate Event, work with Band Director and Membership Chairpersons to plan and execute the event
Mass Communications	Create & Send Sign-Up Genius emails ; Coordinate with Event Chairperson for volunteer recruiting
Ticket Print & Sales	Work with Band Director on ticket design ; Submit tickets for printing ; Mail pre-sale tickets ; coordinate schedule for ticket sales
Program	Work with Band Director on program design ; Submit program for printing
Food Ticket Sales	Coordinate ticket sales / volunteer schedule at the event
Pastry Donations	Solicit Donations / Receive donations the morning of event
Pastry Cut & Plate	Coordinate cutting and plating for the afternoon of the event
Kitchen Clean-Up	Coordinate clean-up of pastries & kitchen (*Leftovers can be taken home)
Pastry Sales/Serve	Coordinate volunteer schedule for serving pastries at the event
Beverages	Coordinate beverages and volunteer schedule
Pizza	Coordinate pizza - receiving and serving volunteer schedule
Merchandise Sales	Coordinate merchandise sales / volunteer schedule for the event
50/50 Ticket Sales	Coordinate 50/50 raffle ticket sales and volunteer schedule at the event
Advertising/Marketing	Advertise - Posters in local businesses, post in local interest groups on Social Media
Set-Up	Coordinate setup of tables, chairs and hallway
Tear Down	Coordinate tear down of tables, chairs and hallway
Decorations	Plan and make (if needed) decorations, coordinate volunteers
Volunteer Lunch	Plan and coordinate a light lunch or volunteers on the day of the event
Boutonnieres	Make boutonnieres and pin boutonnieres on performers hour before event
Security / Hall Monitor	Monitor halls ; give directions ; assist as-needed