

## Committee Descriptions:

### Auction

*Chairs: Jennifer Murray, Jennifer Bunch, ?*

- Effectively communicate with committee on duties, dates and times of working
- Set up tables and assemble all donation items (silent and live) in an organized layout for the party on Friday night
- Make sure all donation items have the proper form filled out when item is turned in and spreadsheets updated
- Create spreadsheet for each donated item and contact information
- Decide on starting bid amount for each donation item and pre-fill bid sheet with raising increments
- Make sure tables are supervised during the party (using your committee in shifts) and all items are removed and relocated to the check-out room once silent auction is over
- Effectively work with the finance committee on checking winning bidders out and claiming their auction item
- Assign one person in charge of handling unclaimed auction items with the winning bidders and contact the people to claim items. This person will also decide what to do with the items if they are unclaimed (i.e. call next winning bidder until claimed)
- Communicate with Mailings/Thank Yous committee on contact information for donated items (pass along spreadsheet)

### Beverage

*Chairs: Teia Henderson, ?*

- Effectively communicate with committee on duties, dates and times of working
- Find beverage items to be donated for Saturday ONLY (i.e. coffee, oj, bloody mary mix, vodka, beer, and all the drink garnishes like celery stalks)
- Effectively communicate with the ENTIRE League on what items we need donated to save money (drinks and/or plastic cups, beverage napkins, etc.)
- Coordinate with Food committee on what drinks they need for breakfast and lunch on Saturday that are not being provided by the restaurants that are donating food
- Make sure we have enough drinks for golfers and League members.
- In charge of running beverage cart around course during Saturday's tournament
- Assign committee shifts to run bar on Saturday (keeping in mind that morning registration and lunch are the two busiest times)

### Decorations

*Chairs: Laura Patterson, Stacie Acree*

- Effectively communicate with committee on duties, dates and times of working
- Decide on theme and decorations for Friday night's party (assess tables, chairs and tablecloths). Work with Golf Chairs on layout for party
- Have location decorated before party on Friday night
- Delegate and organize clean-up of decorations after Friday's party

## **Food**

*Chairs: Kristy Coakley, Patty Bivens, ?*

- Effectively communicate with committee on duties, dates and times of working
- Food Chairs communicate with Miler on location of Food table set-up for Friday's dinner and Saturday's breakfast and lunch
- Delegate committee to find and contact sponsors for dinner on Friday and breakfast and lunch sponsors for Saturday
- Communicate with League and pass out sign-up sheets for additional food or drinks we need for each meal, coordinate with beverage committee on what's not being donated
- Make sure committee members are assigned to shifts on Friday so they are not working the whole night and at least one of the two shifts for Saturday (breakfast or lunch) to set-up and break down food
- Make sure there is food set-up for golfers and League members in separate locations for each meal

## **Clean-up**

*Chairs: ?, ?*

- Effectively communicate with committee on duties, dates and times of working
- Coordinate with Miler on what you will be responsible for, for clean-up on Friday and Saturday (trash, etc)
- Effectively communicate with League and the other committees on what they will be responsible for cleaning up on Saturday
- Go around golf course on Saturday after tournament and make sure all signage and trash is picked up
- Assign shifts to committee as needed

## **Golf Bags**

*Chairs: Mindy Thompson*

- Effectively communicate with committee on duties, dates and times of working
- Calculate the number of bags and what you will need for Saturday's tournament
- Assign and delegate to committee on getting items donated for each bag

- Effectively communicate to League members on a weekly and monthly basis on what you still need help getting for bags

### **Mailing and Thank You's**

*Chairs: Michelle Hinson, Suzanne Miles, ?*

- Effectively communicate with committee on duties, dates and times of working
- Assign and delegate committee members to be in charge of before and/or after event responsibilities (ex. 5 people in charge on pre event mailings, 5 people in charge of after event mailings)
- In charge of updating and ordering invitations and tickets
- In charge of mailing invitations and tickets to golfers and sponsors
- In charge of writing and mailing thank you's along with tax receipts and year-end stats
- Create timeline and deadlines so everything is received in a timely manner
- Effectively communicate with Auction committee for contact information regarding all mailings (Auction spreadsheet)
- Communicate with Golf Chairs (Sharon and Laura) on golfer information for invitation and ticket mailings

### **Program**

*Chairs: ?*

- Effectively communicate with Auction committee on items donated, contact information and values
- Design and order programs before Friday's event
- Effectively communicate with Golf Chairs (Sharon and Laura) on Sponsorships for programs ads
- Collect program ad information and money from League members and turn in all money to Golf Chairs
- Effectively communicate deadlines to League members on getting all information submitted in a timely manner to get program done before Friday's party

### **Signs**

*Chairs: Garrett Kuge, ?*

- Effectively communicate with committee on duties, dates and times of working
- Reserve dates for banner placement at the end of Berlin G Meyers prior to event
- Research and find best printing sponsor or price for ordering all signs and banners
- Make sure all sponsor signs are made and accounted for according to sponsorship level, check with Golf Chairs' for updated spreadsheets and accurate Sponsor information

- Responsible for sign placement at Friday night's party and on golf course Saturday morning
- In charge of picking up signs after each event
- Effectively communicate with Auction and Golf Chairs in order to have signs made and delivered in a timely manner

### **Finance/Golf Registration/Specialty Items**

*Chairs: Leah Reason, ?*

- Effectively communicate with committee on duties, dates and times of working
- In charge of reimbursement of all golf expenses turned in by Golf Chairs ONLY (Laura and Sharon)
- Itemize **EACH AND EVERY DOLLAR** turned into Finance Chairs on a spreadsheet and/or money bags (ex. Golf teams/players, monetary donations, raffles, "relief packages", silent auction/live auction, program ads, ticket sales, tips from bar or golf holes, etc.) and submit final spreadsheet to Golf Chairs in a timely manner after event
- Set-up of ticket table for Friday night's event. In charge of ticket sales and passing out numbered programs
- In charge of assigning and delegating shifts to work Friday night's ticket table to be open from 6pm to 9pm and delegate shifts for selling all raffle tickets during Friday night's event (50/50, Aura Lees, etc)
- Finance Chairs and Auction Chairs work at Auction close-out table to collect money and itemize receipts (Auction committee retrieves winning item)
- Set up and work Golf Registration table starting at 6:30am on Saturday
- Sell "Relief Packages" to golf teams at golfer registration table and handing out scorecards with team placement

### **Hospitality (if needed, based on # of Hole Sponsorships)**

*Chairs: ?, ?*

- Effectively communicate with committee on duties, dates and times of working
- In charge of assigning shifts to committee members to sit at table and sell "Buy-Out" spots on board displayed during Friday's party
- Handle check in and hole assignments for Hole Sponsors
- Help transport tent/vendor/supplies to designated hole
- Assign two people per golf cart to consistently check on Hole Sponsors for food/drink or bathroom needs. One will drive, the other will stay to relieve the vendor for bathroom breaks