

Committee Name: Dinner and Show Evening and raffle

Our Project Mentor: Gretchen Elliott

Committee Chair: Margo Lysell

My committee's function in LSFD : Fundraiser and a positive event for LSFD to interact with the community

Committee Roles that are required (add or delete as needed):

1. Show coordinator
2. Dinner Coordinator
3. Ticket Coordinator/Publicity
4. Raffle Coordinator

My committee's timeline (add more rows as needed):

Tasks to be completed (Literally think of every task from start to finish)	Which role on the committee completes this task?	How do they complete it? Be as detailed as possible.	When does it need to be completed by? Give a general date and end date if applicable	Exact dates these items will be done this year.	By whom (name of person) will these items be completed this year?
Reserve Space	Show Coordinator	Contact SVHS, fill out Building permission form and request to use SVHS kitchen, Commons, and Auditorium. If cooking the meal there the night or days before, request for those evenings as well as any practice dates, etc...	At least six months in advance	January 20th	Margo

Decide on show	Show Coordinator/committee input	Come up with an idea that is reasonable to do with the people that you have available, keep a list and script handy for future years: Dancing with the Dancers has been done, other ideas, Lip Sync Battle, Lindsborg's Got Talent, Family Feud style game show	At least six months in advance	January 20th	Margo
Decide on dinner	Dinner Coordinator	Might be a good idea to stick with the Dancer norm, Pulled pork, Dill potatoes, Cole slaw, Rye Bread, Swedish Dessert, Water, lemonade, tea; if doing something different, plan well in advance	At least six months in advance	January 20th	
Recruit Talent	Show Coordinator	After theme has been decided, recruit local talent to help. Reaching out to various organizations, churches, business members brings in a larger audience for people to buy tickets to come and watch!	At least six months in advance start recruiting	January 20th	
Get raffle items	Raffle Coordinator	Reach out to large businesses for donations, local artists, people with in LSFd that have skills and connections, get enough items to create a very nice and enticing set of items to be raffled; we had a budget to also purchase items	At least six months in advance start contacting	January 20th begin, have complete by September!	

		from LOCAL Lindsborg businesses to jumpstart the raffle!			
Publicizing	Ticket coordinator	Work with marketing group for publicity, create flyers, videos, etc...	At least three months before	August	
Script show	Show coordinator	After you have recruited local talent, start scripting your show. Arrange for practice times and coordinator with Dance Director EARLY if you need kids to learn/do anything for this event; If information is needed from participants such as writing bios set firm deadlines to get info to you by	At least three months in advance	August begin, have finished at least two weeks before event for final rehearsal	
Create raffle tickets	Raffle Coordinator	Create and print LSFD Raffle tickets, they don't need to be anything extreme, just a name and number to contact. Helpful to also include which LSFD sold them the ticket, if we have issues getting a hold of that person	At least three months in advance	July	
Hand out/monitor raffle tickets	Raffle coordinator	Decide when and how to get LSFD members raffle tickets and how you'd like to replenish them when they need more, do this up until the day of the event	At least two months in advance	August	

Create Ticket form	Ticket Coordinator/ committee	Create an order form that each student will write down who has purchased tickets and whether or not it is an adult or child plate, whether it is a combined show dinner ticket or separate. Decide on cost of tickets with committee	At least three months in advance	July	
Recruit local businesses to sell "tickets"	Ticket Coordinator	Contact a few high traffic businesses and see if they would be willing to help us sell tickets. Get them the ticket order form and check in frequently to see how sales are going	Two months in advance	August	
Create work schedule	Dinner Coordinator	Create a work schedule based upon the report of the show and the number of Dancers. Each Dancer should have the opportunity to gain the same amount of credit, if they opt to give up their shifts, that's ok, but the shifts should be worked out to give everyone the same opportunity to earn the same share of the profits. See detailed report guide about what roles and shifts are needed	Two months in advance	Ready by August family meeting	
Food preparations	Dinner Coordinator	Decide where you are ordering food from and quantities. Also need to arrange for who is	Two months in Advance	August	

		<p>cooking the food. Do leg work prior to, to find sales and figure out ways to maximize profits.</p> <p>Ex.-A grandmother helped us with rye bread for the cost of a ticket.</p> <p>Look for sales on pork, negotiate, find people willing to possibly donate to meal in return for publicity. Follow the dinner guidelines on quantities needed, AFTER final ticket sales are turned in.</p>			
Explanation to Dancer families	Dinner, show, and ticket coordinators	<p>Dinner coordinator, explains work shifts and what they are to do in each role asked,</p> <p>Show coordinator explains show and any last minute explanations needed for families about the show only</p> <p>Ticket coordinator communicates how to get ticket sheets turned into you and how the process will work</p>	Family meeting before event	September?	
Food Prep	Dinner Coordinator	<p>Cut ticket sales off to give yourself a week to prepare for quantities needed, then order food. We gave members from the community who helped with the show a free meal. Dancer families do not eat for free, they need to buy a meal</p>	1 week in advance		

		ticket if eating. Follow the guidelines in the report to know how much to order for certain numbers			
Practice	Show coordinator	Depending on your show, you might need more than one rehearsal, but at the very least, the week before, have a dress rehearsal for the show, requiring ALL participants to be there! Make sure you book off early with the school when this will be, so you have access to the auditorium	One week in advance		
Make food	Dinner coordinator	Create a night or two prior to event and day of for food that can be made in advance so it's not as stressful the day of! Communicate with committee members or create shifts for this in advance	Few days before		
Request money	Committee and treasurer	Let the Treasurer know how much money is needed for the night of the event a few days in advance, so she can have time to get to the bank and get you money boxes.	Few days before		
Create Will-call ticket sheet	Ticket coordinator	Create a sheet for people to check into the event by compiling data from tickets sheets that were turned in. Have names listed by alphabetically by last name for	A few days before		

		quick and easy access on sheets for ticket takers to get through the line. Might have a way to mark people if they only bought dinner or show, with a stamp or give ticket.			
Set up dinner	Dinner Coordinator	Have tables, decorations set up the night before the event, so it's one less thing to do that day.	Night before		
Set up show	Show coordinator	Have any props, stage set, batteries needed, sound check DONE	Night before		
Check in for shifts	Ticket coordinator	The ticket coordinator should be set up in one area for Dancer families to check into when they arrive for shifts. This person needs to have the work shift and point people in the correct location to complete their job	Half hour before shifts start		
Last minute cooking/heating	Dinner coordinator	Cook based on report/shifts needed! Having as much prep done the night before as possible!	Half hour before shifts start		
Check stage/sound/talent report	Show coordinator	Have your talent show up one hour before meal, to go over one more time any last minute instructions, where you would like them sitting, how to get their meal	Hour before dinner		

		and then when to report back to the stage.			
Have raffle items present/sell tickets	Raffle coordinator	All raffle items should be at dinner and on display. Sell raffle tickets during event, ALL proceeds on raffle that day, just go towards the good of everyone, not individuals. Give show coordinator tickets at the end of the meal, to draw winner during the show. Then contact winner and get them their winnings!	During dinner and show		
CLEAN UP	Committee does final check TOGETHER	Do not leave or let people leave until you're assured that we have left the places we used better than the condition we received them in. Return all equipment to proper places.	Night of		ALL!!!!
Turn in money and final numbers	Committee	Double check numbers and count money together, turn in totals and work shift credits to Becky	Evening after or Day after		
Send thank you notes	Raffle, Dinner, Show coordinators	Send thank you notes to anyone who donated their time or talents to LSFD for this event!	Week after event		

Other comments: Please see LSFD Dinner/Show Report for more detailed information to help you plan the ins and outs of the dinner and show!
Please update this as needed from year to year, event to event!