

The Great Skate “rolling into summer”
Friday, June 6, 2014
Northstar Skating Rink
Job Signup and Descriptions

Please put your name and Crew. We would like at least one volunteer from each crew. Any volunteers without SELS shirts can purchase one or wear a SELS navy blue apron.

Volunteer, Event Staff Coordinator/Event Logistics

Coordinate the day of the event. Greet volunteers and partners. Create site map. Wear SELS t-shirt and name tags. 3pm - ?

Coordinator: Stacey Carr, Welch Crew

1. Nikki Riley, Welch Crew
2. Carolyn Gallagher, Brisbin Crew
3. Alison Schwedner, Bell/Bannon & Welch Crew
4. Sara Spurlock, Bell/Bannon Crew

Set up Early Crew

8am to set up Crux truck of tables and tents. Meet by Skating Rink.

This task will be finished by 9am, not sure anything will need to be done after drop off. The next crew will be showing up at 2:30pm

1. Kim Parisi
2. Dave Sick
3. Crescent Ferrera
4. Brooke Bishop

2:30pm Crew

1. Melissa Breitbard, Seaborg/Mincezski--I can't be there until 9:30; sorry.
2. Kim Bradley, Seaborg/Minceski (11-1, I can probably come back with Oona after K pick up if needed)
3. Maria Snideman, Bell/Banno, Seaborg Mincezski (will help from 9:15-1)
4. Sonja Martin/Holguin and BCrew (I can help after dropping off kids at 915)
5. Carolyn Gallagher
6. Stacey Carr
7. Kim Parisi

Cleanup Crew

Hang out after 9pm and make sure we leave Northstar Village in good order. Please wear SELS shirts and name tags

1. Inger Norman/Brisbin Crew
2. Cassia Montgomery/McMains Crew
3. Sonja Martin/Holguin and BCrew
4. Gina Coronel /Welch Crew
5. Aaron Breitbard/Seaborg/Mincezski Crew

6. Angie Hunter
7. Jenna Shropshire, Seaborg/Mincezski Crew
8. Riina Family / McMains & Hall Crew

Talent Coordinators

MC the event with announcements, manage music & sound and coordinate any student involvement. DJ Grubton will be playing music. Please wear SELS shirt and a name tag

1. Michael McGarry, Brisbin

SELS Greeters/Hosts

4 greeters divided between 2 entrances in 2 shifts between 4pm-8pm. These volunteers should be wearing SELS affiliated shirt, name tag and good knowledge of the school. They will welcome attendees to the event, answer questions about SELS and direct people as needed.

Coordinator: Carolyn/Kim/Stacey

3:45pm - 5:45pm

1. Lacey Norris (have to leave at 5:45)
2. Hall Crew Reps
3. Perry Norris
4. Seana Doherty

5:45pm - 8pm

1. Inger Norman/Brisbin Crew (6p-8p)
2. Hall Crew Reps
3. Lori Franssen - Holquin Crew
- 4.

Raffle Sales and Coordination

Walk around the village selling raffle tickets as well as station at the raffle table. Coordinate draw of the smaller items and give to Michael McGarry for announcing. Also, sell SELS t-shirts and mugs.

3:45pm - 6:00pm

1. Maura Bannon/Holquin and BCrew--(I might not be able to get there until 4:00/4:15)
2. Kim Bradley, B Crew
3. Strecker, B Crew
4. Elizabeth Bell, Maia & Addy McDermott/Brisbin & Williams Crews

5:45pm - 8:30pm

1. Sonja Martin/Holguin and BCrew
2. Paula Smith McMains/Seaborg
3. Jessie Baker/ Williams & Brisbin
- 4.

Hall Crew Kendama Booth

The Hall Crew will host our SELS both. This will become an 8th grade tradition. The theme for this year is Kendama. We will demonstrate, sell and host a contest. This should be done with Northstar's green initiative in mind. We are offering other TTUSD schools to have a booth as well. We need a couple of parents to volunteer in addition to the 8th grade students.

Coordinator: Rachel Davis

1. Hall Crew
2. Brooke Landis

COMPLETED:

Pre-Event Marketing

Create, design and edit poster, logo and banner. Work with school to create name of event. Post on all Tahoe calendar websites. Create Facebook event. Write press release. Create TTUSD flyer, obtain approval and distribute.

Coordinator: Stacey Carr, Bell Bannon

1. Carolyn Gallagher, Brisbin
2. Stephani McGarry, McMains
3. Melissa Williams

Guerilla Marketing

Drive around the TTUSD area to hang posters. Hang and remove banner during the month of May at different spots around town. Get creative! If you are in your car a lot, this is a perfect job for you. Posters and stapler in your car to hang posters.

1. Maria Snideman, Seaborg
2. Monique Long, Bell/Bannon
3. Anna Demm, Seaborg
4. Kimmie Bullock, Brisbin and McMains

Non-Profit Coordinator

Communicate with other non-profits/TTUSD schools for table placement and products/services selling. Send out initial email, take reservations, map out tables and coordinate during the event set up and take down.

Coordinator: Alison Schwedner,

1. Sara Spurlock, Bell-Bannon

Gratitude Coordinator

Keep track of all donations and assistance we receive. Send thank you notes from SELS the following day after the event. Possibly with a small marketing gift from SELS, like sticker or tote bag which needs to be designed and ordered ASAP.

Coordinator:

1. Maria Snideman, Seaborg, doing bags
2. Melissa Williams, Seaborg, doing Post-event Press Release
3. Anna Demm, Seaborg

Northstar Committee

Communicate with business owners in the Northstar village. Acquire items for a raffle and seek percentage of sales or flat donation. Run the raffle pre-event and during the event.

1. Kim Parisi, Chair of Northstar Communication contact is Amber Burke of Vail
2. Forrest Rader, Chair of Raffle, Welch
3. Carolyn Gallagher, Holguin