

FEST ROLES AND RESPONSIBILITIES

1. **Fest Chair- fundraiser** - works directly with Outreach coordinator to reserve facilities, marketing, oversee event.
2. **Fest- Co-Chair**- supports the Chair and committee heads
3. **Corporate Donation Chair**- responsible for creating solicitation letters and securing corporate or large donors. Post-Fest, responsible for ensuring thank you notes are sent to all businesses who donated. Reports to Fest Co-Chair.

AUCTION- solicits donations of items of value for Chinese and Silent Auction purchases. Individual chairs should assist with wrapping, making basket items for Fest.

4. **Overall Auction Chair**- responsible for collecting all donations and wrapping, packaging them for event, creating bid sheets for all items, overseeing other auction chairs. Reports to Fest Co-Chair.
5. **Auction- Chair of attraction donations** (theme parks, fun for all, movies, etc). Solicits donations within this category (not exclusive, but as a general rule). Reports to Overall Auction Chair.
6. **Auction- Chair of sports donations** (any type). Solicits donations within this category (not exclusive, but as a general rule). Reports to Overall Auction Chair.
7. **Auction- Chair of restaurant donations**. Solicits donations within this category (not exclusive, but as a general rule). Reports to Overall Auction Chair.
8. **Auction- Chair of experience donations** (night out on the town, in home chef, etc.). Solicits donations within this category (not exclusive, but as a general rule). Reports to Overall Auction Chair.
9. **Auction- Chair of general business donations** (teeth whitening, hair, etc). Solicits donations within this category (not exclusive, but as a general rule). Reports to Overall Auction Chair.
10. **Auction- Chair of online gifts/donations (securing online donations)**. Solicits donations within this category (not exclusive, but as a general rule). Reports to Overall Auction Chair.

BEVERAGES- As this is a tasting event, we will solicit donations of beverage items for the event. Items we are not able to receive in donations will need to be purchased (by the appropriate chairs within the budget for the FEST).

11. **Overall Beverage Chair**- supervise and coordinate with all beverage chairs, stay within budget for items that need to be purchased. Ensure all cups, glasses, napkins needed for tasting are purchased. Reports to Fest Co-Chair.
12. **Chair - Beverage donations for the event (wine)**. Reports to Overall Beverage Chair.
13. **Chair- Beverage donations for the event (beer)**. Reports to Overall Beverage Chair.
14. **Chair- Beverage donations for the event (spirits and non-alcoholic drinks)**. Reports to Overall Beverage Chair.

15. **Volunteer Chair**- responsible for scheduling volunteers for everything related to the Fest, including fest set up, day of fest, church display of auction items, managing food donations for missionary events (securing volunteers to provide food). Reports to Fest Chair.
16. **Food Chair**- responsible for overseeing all night of event food donations, working with caterer, food volunteers at the event. Will work with Volunteer Chair and Appetizer/Donations Chair. Reports to Fest Chair.
17. **Appetizer/Donations Chair**- Food donations appetizers, desserts in lieu of/to supplement catering. Responsible for helping with food evening of the event. Will report to Food Chair.

DECORATIONS-

18. **Decorations Chair**- responsible for layout, design, and decorations for the event. Reports to Fest Chair.
19. **Decorations Donations Chair**- responsible for securing donations of/borrowing/renting decoration items for the Fest. Reports to Decorations Chair.

TICKET SALES-

20. **Ticket Sales Chair** (make up ticket packages, distribute). Reports to Fest Chair.
21. **SuperTicket Chair**- responsible for securing donation of high value item for event, ticket sales night of event and at church, display of event (reports to Ticket Chair)
22. **Glass Box Chair**- responsible for securing donation of high value item and manning the box at church and FEST (reports to Ticket Chair)

MASS NARTHEX DISPLAYS- get the bidding started with silent and Chinese auction items in the Narthex after mass. Also able to sell SuperTickets and Glass Box keys.

23. **Mass Display Chair**- display auction items at mass prior to Fest, work with Volunteer Chair to solicit volunteers for masses. Oversee SuperTicket and Glass Box Chairs as they display their items at mass. Reports to Fest Co-Chair.
24. **Wine Pull Chair**- solicit wine pull donations, manage wine pull at fundraising event. This position also supports the Ticket Sales Chair. Reports to Fest Co-Chair.

Additional Roles (not Fest related)

25. **Shoe Drive Chair**- responsible for set-up, coordination, and volunteers for shoe drive. Reports to Outreach Coordinator. Help as a general committee member for Fest.
26. **Paperwork Chair**- collect all paperwork from missionaries related to the mission trip. Copy all passports, keep up to date records and health information. Reports to Outreach Coordinator. Help as a general committee member for Fest.