

Spring Fair Committee – Roles and Responsibilities

All positions may be shared and people may volunteer to assist in more than one area.

Chair –

- Oversees planning and implementation of the fair
- Organizes committee meetings, takes and distributes minutes
- Touches base monthly (or as required) with sub-committee heads
- Provides regular updates at PAC meetings
- Orders tables, chairs and other equipment as required
- Provide families with information about the fair details as they become available
- Create fair map/information sheet for distribution at fair
- Creates, distributes and compiles information from the fair survey
- Other duties as required

Treasurer/Ticket Sales –

- Responsible for all financial details – collection, deposit and recording of all monies, floats, vendor payments etc.
- Register for licensing as required.
- Purchase tickets as required (games, food, 50/50 etc)
- Organizes sale of tickets on and before the fair night.

Volunteer Coordinator-

- Coordinates all volunteers (games, food sales, ticket sales, silent auction, floaters, set up & tear down etc).
- Seek outside volunteer assistance through community groups, schools etc.

Marketing-

- Arranges posters, advertising and other marketing for the fair.
- Prepare and post fair signage
- Help in the distribution of Spring Fair info and notices

Food- Jodi Castillo & Lindsay Trudeau

- Arrange all vendors and/or other food options including popcorn, drinks Indian fried bread etc.
- Organize bake sale
- Order tables and chairs through Committee Chair

Games-

- Organize all games and activities
- Order tables and chairs through Committee Chair
- Request donations of toys/prizes and face paint/hair supplies
- Organize and oversee set up and running of game stations

Prizes-

- Request and gather prizes
- Organize into sizes or value
- Organize and oversee set up and running of prize station

Entertainment-

- Find and book family friendly entertainment to offer as an added value

Silent Auction-

- Request and gather donations for fair
- Set up and oversee auction on the night of the fair
- Order tables through Committee Chair
- Send thank you notes to those who provide donations

Classroom Baskets-

- Create themes, send memo to families and collect donations from the classrooms.
- Create boxes, tickets, signs etc
- Order tables through Committee Chair
- Draw names at the end of the fair and ensure all baskets get to the winners

50/50-

- Arrange sale of 50/50 tickets on night of fair

Arts & Crafts table-

- Organize arts and crafts
- Order tables and chairs through Committee Chair
- Request donations of art supplies (if needed)
- Organize and oversee set up and running of arts & crafts area