

**ST. PAUL'S NURSERY SCHOOL  
FUN FAIRE/AUCTION COMMITTEE JOB DESCRIPTIONS  
2015-2016**

**FUN FAIRE COMMITTEE**

The Fun Faire Committee is responsible for assisting the Fun Faire Co-Chairs, the Fun Faire Booth/Props Chair, Fun Faire Food Chair, the Fun Faire Publicity Chair and the Fun Faire Assistants in the planning, organizing and execution of the annual Halloween Fun Faire. Responsibilities will begin in the early summer with a Fun Faire Committee kick-off meeting. The members of the Fun Faire Committee will be split into various sub-committees with the following responsibilities:

**Booth/Props Sub-Committee - Approximately 14 Positions**

Parents will work with the Fun Faire Booth/Props Chair in updating props, booths and decorations for the Fun Faire. Some parents will be responsible for a booth – meaning they will need to inventory what is on hand for the supplies for the booth, including decorations and prizes, coordinate the replenishing of any necessary items with the Fun Faire Booth/Props Chair and ensure that all necessary materials are set-up for the booth at the Fun Faire. Some parents may be responsible for creating the necessary signage for the booths. Some parents may be responsible for coordinating and designing decorations for the Fun Faire. Members of this committee must be available for Tent setup Wed. evening before Fun Faire; decorating Thurs. afternoon before Fun Faire; and work the first shift on Friday and last shift on Saturday. Fun Faire will be Oct. 16-17, 2015.

**Food Sub-Committee - Approximately 3-4 Positions**

Parents will work with the Fun Faire Food Chair and Assistant in organizing the food booth for the Fun Faire. Responsibilities include set up and break down of the booth, including the Thursday night before the Faire starts as well as Friday and Saturday of the Faire. Committee members will also be assigned to work two shifts at the Food booth during the Faire. Other responsibilities include input on the menu for the event, purchasing or obtaining donations of food and other necessary supplies, picking up fresh food donations on the mornings of the Faire, preparing menu items in school kitchen during the event and otherwise assisting the Fun Faire Food Chair and Assistant as necessary.

**Publicity Sub-Committee - Approximately 3 Positions**

Work with Fun Faire Publicity Chair in publicizing the Fun Faire in the community and electronically through social media. Responsibilities will include distributing fliers to families, schools, businesses, and other locations throughout the area; contacting publicity sources such as newspapers, mothers' clubs, etc.; and promoting and publicizing the Fun Faire via social media. Committee members are required to work two shifts at the booths during the Faire.

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**AUCTION COMMITTEE**

The Auction Committee is responsible for assisting the Auction Co-Chairs and Assistants in the planning, organizing and execution of the Auction at the Halloween Fun Faire. Responsibilities will begin in June / early summer with an Auction Committee kick-off meeting. The members of the Auction Committee will have the following responsibilities:

**Solicitation - Approximately 14-15 Positions**

Must be available to attend two meetings: 1) Kick off meeting in June / early summer and 2) Solicitation update meeting in late August. Parents will access their list of donors who have received a donation solicitation letter through the BiddingForGood online auction software, or via email, as directed by Co-Chairs. Parents will be responsible for following up with donors, making phone calls to see if they've received the donation solicitation letter and determining if they are interested in donating. If so, arrange for them to either mail their donation to school (address on solicitation letter) or arrange for pickup. If picking up, provide a "Thank you" postcard at the time of pick-up and notify the Auction Co-Chairs as directed. Mail Thank You Post Card if item does not require a pick-up. Update Auction Co-Chairs once a week on progress by email or by updating the auction database as directed by the Co-Chairs. Also, clean up donor list if some donors wish to be removed and not contacted in the future by noting "do not solicit". Note all donations and contact information either via email or in BiddingForGood software as you receive items for the Auction, as directed by Co-Chairs. Work with Auction Co-Chairs to coordinate pickup and delivery of donations and donor display items to Auction Co-Chairs after the event. After the Auction, assist with the return of display items to donors.