



Job Descriptions – Flamingo Fling February 2007

Basket Making Teams – Lisa Beuthin

This committee will meet and be responsible for coming up with the basket themes for the classroom baskets. The basket maker teams will receive all the items donated from the different classes as well as any money donated to shop for items to complete the baskets. We will go through the items when they are received to see which baskets need "help". The basket makers will take the items and make the baskets up and have an idea in mind as to how they will be displayed at the Fling. Presentation is everything when it comes to making the baskets!! Start thinking of some great ideas for themes for these baskets!! We've used some of the same themes in years past and are looking for some other ideas. This committee is a lot of fun, you can work alone making the baskets or with a group of people.

Bird Building Teams – Elaine Owen

Committee decorates Flamingo Bird table centerpieces that are each about 3 ft tall and stand in the center of 30 tables. Once a theme is picked we dress the birds appropriately. We brainstorm for different costume ideas then shop for budgeted materials. Work involves some sewing, lot of hot glue and some creativity. The group is also responsible for set up, tear down, and transporting our precious birds. This group has two awesome and fun chairs. If you think this is for you let us know.

Programs –

This team will meet with the printer and proofread the program using all descriptions from baskets and auction items. This group would also work on posters. Because the programs are near the end, the posters would need to be done as soon as possible.



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Runners –

This team is exactly as titled. Once an item is donated we would have someone run and pick it up from the donating person, place, or business. This team will be responsible for gathering donated items primarily. This committee will work closely with treasurer, Chris Lawver and may need to take donated items to her home. Please remember to always get a business card and write what was donated on the back so that Chris can send them a thank you.

Donations – Lori Hanke

This team will make follow up phone calls on donation letters. Each member will receive a “donation tree”. There will be one short meeting held the first week of November to hand out the “donation tree” assignments and an explanation of how they work when handling the 500 or so businesses that will receive donation letters from the FF committee. Again remember to get the business card if appropriate and note the donation on the back of that card.

Auction Committee – Live and Silent – Penny Evans

We will be using the bidder boards again. (YUK!) Sorry personal opinion. They are quite easy to use just bulky. Tags with “\$” on one side will be purchased and placed in containers and put at each table where boards are. Auctions will be assigned rounds and broken down into even amounts to close at different times. We will need at least two people to document the closing numbers and two to run the boards. We will need to work closely with the basket makers to have the titles ready to document at the end of the auctions. This is more a hands on committee and needs to be ready to move quickly the night of the event. Penny will work with this committee since she has done this before.

Decorations –

This committee will work with the bird team, basket team, and donations team. There are several ideas on the table, and things that need to be made. Work needs to start as soon as possible. This team will work until set-up and tare down. This would be great for spousal teams, or even a small winter project for the right group of handymen.



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Set up/tear down –

Friday night: Anyone who can help load everything that needs to go to Cliff Breakers, and unload is a major asset to this team. All donations, decorations, etc are placed in a secure location until Saturday morning. Plan on meeting at 7:00 at Cliff Breakers unless you can help load. Final event for that night, some munchies and drinks in the bar.

Saturday set-up: Arrive at Cliff Breakers at 8:00 a.m., be ready to work anywhere from a 2-4 hour shift. We all understand everyone will have appointments and running of your own to do, but we had no problems last year, even the men help out and it was great. By the way with the men around things tend to get done a little faster, and at least will get to meet the other spouses. At no time is the room to be left unattended. Once set-up is complete, please plan on returning to Cliff Breakers by 5:30 p.m.

Saturday tear down: Make sure all of our decorations come down at the end of the event and are placed in the boxes under the tables. Some of the boxes are labeled. Collect all PTO Property labeled items, table # cards, thank you frames from the round dinner tables, all tulling and lights. Make sure the room is empty of anything Flamingo Fling, and all donations leave where the winner does. We don't want to have to knock on doors.

Shift Workers for the night of the Fling –

Responsible for taking a shift in whichever area needs help. Areas where help will be needed, Greeting Table- you will greet guests make sure they have their tickets with bidder number on the back, and know where their table is. Cashiers- in the event we don't get cashiers from Gateway, cashier tables are open from 9:00 p.m. to 10:30 p.m., there should be two to three cashiers at each ½ hour shift. 50/50 Raffle- this will take place from 6:00 p.m. – 8:30 p.m. This requires you to walk around with a basket and approach people and ask if they would be interested in purchasing 50/50 tickets. TV Raffle station- there will be a table set up to sell any remaining TV raffle tickets for the TV Raffle. This starts at 6:00 p.m. with the drawing at 10:00 p.m., and requires two people for every ½ hour shift. This should make sharing responsibilities a whole committee project, and not just a small group of the same individuals, and allow us as a committee to enjoy the evening as well.