

Pancake Breakfast - Event Leads and Expectations

Facilities Set Up/Clean Up –

1. Creates budget for event material needs.
2. Ensures all banners are placed and taken down, then dried and stored appropriately.
3. Communicates with event chair and section leads to ensure proper materials are provided.
4. Recruits and oversees their own facility materials/storage and parking crew.
5. Provides count of how many people are needed for set up and clean up for sign up sheet.
6. Installs and/or provides materials for set up and day of event.
7. Schedules snowmobile (santa house) arrival.
8. Provides parking and security crew for day of event.
9. Provides clean up and return of all materials into storage.
10. Oversees Facility volunteers.
11. Provides signed receipts of purchases to the event chair person by end of event day.

Kitchen –

1. Creates budget for kitchen needs and breakfast items.
2. Recruits and oversees their own kitchen volunteers.
3. Purchases all items needed for cooking, serving, food and drinks.
4. Provides set up and clean up of kitchen.
5. Communicates with Gibbs family to ensure delivery of donated ham and juice.
6. Oversees kitchen volunteers.
7. Provides signed receipts of purchases to the event chair person by end of event day.

Raffle Baskets –

1. Creates budget for cellophane, ribbon and other basket needs.
2. Collects necessary baskets.
3. Provides count of how many people are needed for basket wrapping sign up sheet.
4. Receives donated items from collection team.
5. Bundles donated items into raffle gift baskets.
6. Creates contents tags for raffle baskets.
7. Provides Plain Grocery (November 1st) with 3 wrapped baskets, list of all bundled baskets, raffle tickets, and envelopes for ticket sales.
8. Monitors ticket sales at Plain Pantry.
9. Oversees the basket wrapping day and set up of raffle baskets.
10. Provides signed receipts of purchases to the event chair person by end of event day.

Cashiering – NEW!

1. Creates budget for cashiering needs.
2. Provides count of how many people are needed for cashiering, including collection and counting of money for sign up sheet.
3. Ensures starting cash is available.
4. Ensures square and venmo are available and working.
5. Works with Raffle Basket leads to ensure ticket sales go smoothly.
6. Works with Cookie Sale leads to ensure beginning cash is available, along with square and venmo, and that things running smoothly.
7. Oversees cashier volunteers and the event counting process.
8. Provides signed receipts of purchases to the event chair person by end of event day.

Santa House –

1. Creates budget for santa house decorations, gifts, and other materials.
2. Recruits Santa, Ms. Claus and two elves.
3. Communicates with LWFR on when to arrive with fire truck with Santa's gang.
4. Oversees operation of Santa House and it's volunteers.
5. Provides counts of how many people are needed for decorating sign up sheet.
6. Communicates with Facility lead for collecting stored decorations, when to have santa trailer arrive, and other physical needs during set up and clean up.
7. Provides signed receipts of purchases to the event chair person by end of event day.

Dinning Room –

1. Communicates needs to kitchen lead and event chair.
2. Provides counts of how many people are needed for dinning room help for sign up sheet.
3. Oversees dinning room volunteers.

Vendors –

1. Makes inquiries with local artists and ensures commitment to event.
2. Coordinates vendor placement and set up time.
3. Communicates with event lead on vendor attendance.

Public Information Officer –

1. Coordinates with event chair the advertising of the pancake breakfast.
2. Attends event, takes photos, and posts live on social media the current happenings.

Cookie Bakers –

1. Provides counts of how many dozen cookies, or people, are needed to provide baked cookies for sign up sheet.
2. Communicates with event chair on what is needed to meet cookie baking expectations.

Cookie Plating and Wrapping –

1. Creates budget for plates, doilies, cellophane and ribbon.
2. Provides count of how many people are needed for plating and wrapping for sign up sheet.
3. Purchases plates, doilies, cellophane and ribbon.
4. Oversees plating and wrapping task.
5. Provides signed receipts for purchases to the event chair person by end of event day.

Cookie Sales –

1. Communicates needs with cashier lead.
2. Provides independent cashiering of all cookie sales.
3. Provides count of how many people are needed for selling cookies for sign up sheet.

Donations –

1. Communicates with the raffle basket leads to ensure timelines are being met.
2. Documents contacts and items collected, and provides an item and price list to the raffle basket leads.
3. Provides multiple wall sized posters of all businesses who donated for the event day.
4. Sends a thank you letter, along with an itemized donation tax form, to all businesses who donated.