

EVENT / ACTIVITY: WineFest Fundraiser

POC: Ron Krogh

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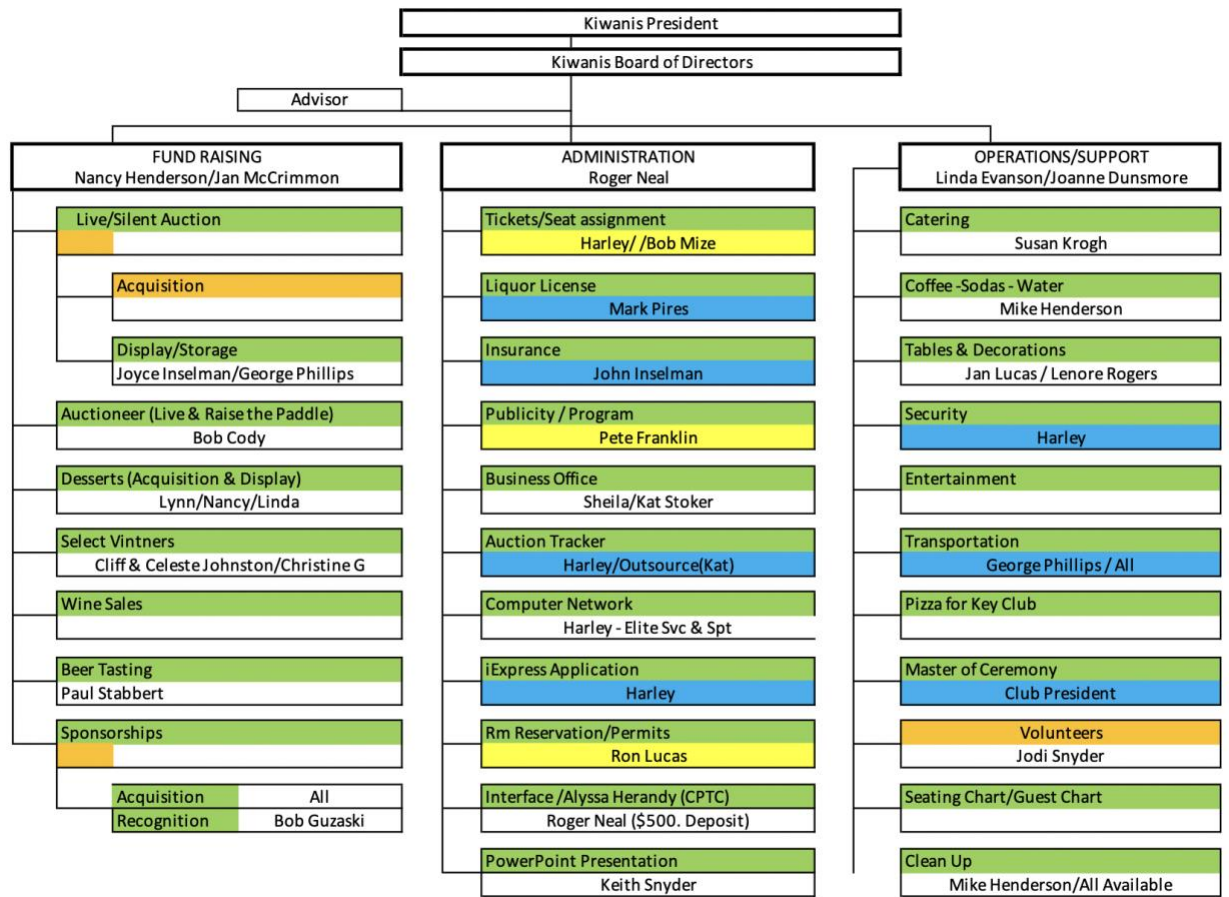
WHEN OCCURS: Fourth Friday in January at the Mc Gavick Center at Clover Park Technical College

MANPOWER NEEDED AND TIME COMMITMENT:

- As the principal fundraiser for the club, this event requires numerous volunteers before, during and after the event. The central POC (WineFest “czar”) acts as a central coordinator. Primary functions under the czar, include Fundraising, Administration and Operations/Support, and each of these has a leader(s).

PROCEDURES:

- Refer to the Continuity Books associated with each function for specific duties. See attached spreadsheet for Org chart delineating primary functions.



Kiwanis President

Kiwanis Board of Directors

Advisor

FUND RAISING
Nancy Henderson/Jan McCrimmon

Live/Silent Auction

Acquisition

Display/Storage
Joyce Inselman/George Phillips

Auctioneer (Live & Raise the Paddle)
Bob Cody

Desserts (Acquisition & Display)
Lynn/Nancy/Linda

Select Vintners
Cliff & Celeste Johnston/Christine G

Wine Sales

Beer Tasting
Paul Stabbert

Sponsorships

Acquisition	All
Recognition	Bob Guzaski

ADMINISTRATION
Roger Neal

Tickets/Seat assignment
Harley/ /Bob Mize

Liquor License
Mark Pires

Insurance
John Inselman

Publicity / Program
Pete Franklin

Business Office
Sheila/Kat Stoker

Auction Tracker
Harley/Outsource(Kat)

Computer Network
Harley - Elite Svc & Spt

iExpress Application
Harley

Rm Reservation/Permits
Ron Lucas

Interface /Alyssa Herandy (CPTC)
Roger Neal (\$500. Deposit)

PowerPoint Presentation
Keith Snyder

OPERATIONS/SUPPORT
Linda Evanson/Joanne Dunsmore

Catering
Susan Krogh

Coffee -Sodas - Water
Mike Henderson

Tables & Decorations
Jan Lucas / Lenore Rogers

Security
Harley

Entertainment

Transportation
George Phillips / All

Pizza for Key Club

Master of Ceremony
Club President

Volunteers
Jodi Snyder

Seating Chart/Guest Chart

Clean Up
Mike Henderson/All Available