

Tile-A-Mile Schedule February 6, 2016

NAME: _____

Pre-Event Help Needed

3-4 parents to follow up with donors for raffle baskets.

I will have sent a letter and they would be calling the businesses (my list and/or identifying new businesses) to get donated raffle basket items. Help needed week of January 11- February 4th. This job involves keeping track of who you've gotten donations from, being great with email follow up to Ms. Bjork. I have a spreadsheet of businesses that you would be helping me up date to track. You would also go to the businesses to pick up the raffle items and deliver to me at school.

2-4 Parents needed on Thursday February 4th from 3-4:30 to assemble the baskets and prepare signage for the event.

Tile-A-Mile Schedule

February 6, 2016 Day of Event Shift

Circle the shift you will work

1. 9:00-11:00
2. 10:00-1:00
3. 10:30-1:30
4. Work the whole event 9:00-1:30

Painting Tiles Table : Adult (all day or split shift, need at least 2-4 adults)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Help with Tiles/Make and Take/Runners With Tiles to Kitchen: Same adults as painting area at Tile Table and Adult in the Kitchen Baking Tiles (all day)

1. _____

2. _____

Greeter and Selling Tiles : Adult (all day or split shift)

1. _____

Baked Sale / Coffee: Adult- (all day or split shift)

1. _____

2. _____

Face Painting: No Adult- Art club members (all day) Need an Art Club person in charge or AP Art person in charge.

1. _____

2. _____

3. _____

Raffle & Auction: Adult- (all day or split)

1. _____

2. _____

Mingling and Greeting and Floating: Adult: Mrs. Bjork

Artist Assistance: Adult: Ms. Cormany and Ms Purney Button Making activity

Artist Assistance: Clay Area Mr. Lamp

1. _____

