

## **Plymouth Rotary Club Penny Sale - 2016**

### **Job Descriptions**

#### **Chairman: Ken Evans**

1. Arranges for hall rental and determines date and time for event.
2. Reviews and publishes a job description for each chair.
3. Publishes a time-line for completion of tasks.
4. Appoints Committee Chairs and assigns persons to each committee.
5. Reviews job description of each chair to coordinate activities and ensure that each chair has understanding and resources to complete his tasks.
6. Creates an event budget, and reviews needs with committee chairs.
7. Readjusts job assignments as necessary.
8. Reports to Club on progress and results of the event.

#### **Marketing Chairman: Kathy Kearns**

1. Assists Chairman with duties as requested.
2. Designs, budgets for, and implements, all marketing efforts for both the event and grand prize ticket sales to include:
  - Notifying local chambers of commerce, PBCAM, *Record Enterprise*, *Laconia Citizen*, *Union Leader* and others to include in their personal e-mails and/or websites.
  - Distributing PDF file of Event to all members to include in their personal e-mails and/or websites.
  - Distributing 200 posters.
  - Arranging radio PSAs or complimentary ads.
  - Arranging Banners to be hung at various locations, including: Hannaford's two exits, Chestnut Hill Mobile home sales and roundabout on Main Street.
  - Soliciting others to assist as required.
3. Arranges for music for evening or DJ.
4. Works with the Grand Prize Chair to coordinate promotional efforts.
5. Contacts each school in the SAU and SAU Office to distribute Penny Sale Flier and information to parents.
6. Coordinates radio and news spots.

#### **Prize Chair: Steve Rand**

1. Reviews list of previous prize donors, adds and deletes from the list, and creates prize solicitation assignment list for each club member.
2. Trains new and old members in techniques and objectives of prize collection.
3. Reminds members of approaching deadlines.
4. Provides Contribution acknowledgement letters to solicitors.
5. Provides Gift Identification Forms to members and instructs them on proper use.
6. Follows up on all prizes not delivered by set-up night.

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7. Creates list of prizes during prize assembly night and ensures that prize lists are complete and available for night of the Penny Sale. Creates cross-referenced item list to sheet color and number by Rotarian solicitor.
8. Secures raffle tickets for floor sales.
9. Check operation and arrange delivery of ticket drum
10. Reminds members of importance of acknowledging gifts in writing.

#### **Grand Prize Chair: Ken Evans**

1. Selects Grand Prize(s) and arranges for purchase or donation of same.
2. Coordinates with Marketing Chairman to create a marketing program for grand prize ticket sales.
3. Prints 6,000 tickets (unnumbered, plenty of space for writing) and determines price structure for tickets.
4. Provides periodic sales progress reports to Club.
5. Maintains records of all ticket sales and return receipts with accounting to the Bank Chair.
6. Takes special efforts to thank Grand Prize sponsors for their support.

#### **Ticket sales Coordination Sub Committee: Joan Randlett**

7. Determines dates and venues for booth ticket sales and assign each member to duty.
8. Sets up tables, a sign, money drawers for ticket sales and sweeps proceeds on a periodic basis, making sure that change is available.
9. Distributes 100 tickets to each member as their personal sales obligation and train on techniques of selling.
10. Tickets and Cash Boxes located in Steve Rand's Office. After your shift please put all the ticket stubs Sold and Cash collected in an envelope with your name, date, location, # of ticket stubs and cash collected on the envelope.

#### **• Penny Sale Event Ticket Sales Sub Committee: Omer Ahern**

11. Sells grand prize tickets at Penny Sale and coordinates drawing and announcement of winners and distribution of prizes. Coordinates and staffs a money-changing booth at the same table. Provides a supply of clipboards for grand prize ticket buyers.

#### **Gym and Prize Setup Chair: Bill Clark**

Coordinates with High School Staff to secure space for prize set-up night on the Weds. 10 Days before the Penny Sale and for storage of items.

1. Oversees prize set-up to ensure that all items are tagged, properly described and secured.

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2. Arranges for tarp on gym floor, tables (5 large for each prize list, 1 for ticket drum, 2 for Grand Prize, 1 for sheet distribution, 2 for food concession), chairs and arranges for microphone for the night of the event.
3. Sets up display of prize items starting at 3:00 day of Penny Sale
4. Brings Rotary banner, Rotary Name badges and sets them up.
5. Oversees final cleanup of building before leaving on the evening of the Penny Sale.

#### **Floor Sales and Prize Distr. Chair: *Sara Maffei***

Secures commitment from Members and assigns manpower for:

Prize sheet distribution to attendees  
Floor Sales  
Pickup and tearing of sold tickets  
Prize Distribution

1. Ensures that members arrive at event early (at least 2 hours before event)
2. Assign committee members to specific jobs and areas of the gym.
3. Ensures that committee members are trained to do each job and that they shift job responsibilities at appropriate times, if multi-tasked.

#### **Subcommittee: Auxiliary Help Chair: *Sharon Thorne***

1. Arranges for help from outside groups or individuals in conducting the Penny Sale and ancillary events (Boy Scouts, Rotarian Children, PRHS Honor Society, etc.).
2. Determines needs of various committees and acts as liaison to assign and train volunteers for their duties.

#### **Bank Chair: *Martha Hughes***

1. Receives all income from the Penny Sale from all sources and accounts for the same.
2. Obtains change for the event including cash for food concession, games of chance and for a floor change booth. Runs bank for ticket sales. Arrives by 5:30 on Penny Sale night to ensure proper set-up of all cash needs.
3. Delivers all receipts to club treasurer and reports to Chair.

#### **Announcers: *Sharon, Tim***

1. Rotate announcement responsibilities
2. Understand and communicate Penny Sale rules and procedures to the crowd.
3. Reinforces CHARITY nature of event and uses of proceeds.
4. Announce special events and happenings, food concession, games of chance, etc.
5. Keep it moving, fun and entertaining.

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6. Acknowledge special contributions.

#### **Food Concession Chair: Sharon Thorne**

Arrange for food to be provided by PRHS Culinary Arts Program. **(Will John Spear and PRHS will provide all supplies with all profits going to Rotary? If not, see below. )**

1. Purchase food supplies, arrange for necessary equipment and provide manpower for a food concession in hallway outside main hall.
2. Determine pricing and provide necessary signs. Get change from bank chair and return proceeds to him.
3. Keep records of food sold and opportunities lost for future years.
4. Clean area after use.

#### **Games of Chance Chair: Ben Amsden**

1. Determine what games to conduct, arrange for delivery and set-up of equipment, and manpower for games of chance for children and for other side activities in the outside hallway.
2. Keep records of proceeds for future analysis.
3. Get change from Bank Chair and return all proceeds to him.

#### **Turkey Detail Chair: Peggy Smith**

Arranges for donation/purchase of turkey certificates.

1. Coordinates with Announcers for add-in of Turkey awards.