

St. Philip Parish
Annual Festival
A Noe Valley Tradition



September 22 – 24, 2017

Festival co-chairs:

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Starting this Friday and continuing each Friday until the Festival weekend, the festival team will begin to educate and inform you about everything you need to know for our great Fall Festival.

If you haven't already, mark your calendars for this not-to-be missed weekend of fun, food and friends!

Dates: September 22 – 24, 2017

Lead Positions for certain areas that need to be filled.... (yes, we need YOU, so please keep reading and seriously consider. This is a GREAT way to get involved and be a part of our wonderful community!)

We have three (3) revenue producing positions that we urgently need to fill and we promise we'll walk you thru the process! We even have veterans that have offered to be a support and guide you through it!

Sponsorship/Donations

- Yes, this will be a bit of sales/follow up. For those in sales, pre-sales, account management or someone who simply has the gift of gab, this is the position for you!
- Pursue past sponsors/donors to raise funds to support the Festival, subsidize the Arcade, etc.
- Send out the sponsor letter to potential sponsors [the letter exists, all you'll need to do is read it and be familiar with it!]
- Talk up the Festival to families within our school community to see if parents' businesses would be willing to sponsor....be the "admin arm" to send them the letters and website link to encourage donations.
- Once the sponsorship/donation is sold, pass along the details to the festival co-chairs to manage the sponsorship deliverables.
- And that's it!
- Time commitment: 30-40 hours (over the next 5 weeks)

Bingo

- Confirm we are following local bingo rules
- Work in tandem with Marketing Committee to post our bingo hours in local media
- Develop a time line for play {family times, adult times}, etc.
- Work with the stage lead to market the play times and motivate attendance during the Festival days (Saturday and Sunday)
- Communicate with the arcade volunteers prior to the Festival weekend to explain their job while they are staffing the Bingo area
- Purchase prizes
- Time commitment: 15-20 hours (over the next 5 weeks)

Arcade

- Order games {we have the vendor we used last year}
- Develop pricing structure
- Oversee set-up and strike of all games
- Communicate with the arcade volunteers prior to the Festival weekend to explain their job while they are staffing their position in the Arcade
- Time commitment: 15-20 hours (over the next 5 weeks)

If you are interested, have questions, or you can think of someone that would be a perfect fit for one of these positions, please reach out to Kim Anderson @ knranderson@gmail.com or call 650*222*8758.

We are so EXCITED for this year's Festival and hope you are too! It is going to be GREAT!