



St. Paul's Fall Festival News

Saturday, October 7 – 10 to 4

It's that time of year again to begin planning for our annual Fall Festival. If all of us will donate a bit of our time and talent, we can have the best festival ever. **Mark your calendars to attend our first planning meeting, Thursday, July 20 at 6:30 p.m. in the Parish Hall.**

The following are opportunities to plan and execute our festival activities. Each area needs one Captain and one or more team members. **If not you, who will volunteer?** Volunteers needed for the day of the festival will be solicited at a later date.

Co-coordinator (with Jane Brown)

Raffle and Game Ticket Sales

Register raffle with County, order raffle and game tickets. Pre-sale raffle tickets at Masses for 5 weeks prior to festival date.

Food and Drink

Coordinate menu with Hispanic Community and Knights of Columbus. Consider adding one/two snack food sales.

Sponsorships and Donations

Contact parish members who have secured sponsorships/donations in past years and request they ask again for this year. Train team members to request donations from retail and service businesses.

Games for all Ages

Plan and design games, secure props necessary.

Silent Auction

Put baskets of donated items together, create bid sheets, set up auction.

Courtyard Entertainment

Secure entertainment for courtyard stage.

Vendors

Solicit community and parish arts and crafts vendors.

Displays, Demos and Exhibitions

Line up firetruck visit and other free and interesting exhibits.

Advertising

Create and manage all public advertising.

Parish Communications

Responsible for all communications with parish (bulletin, parish app, facebook, etc) concerning the festival.

Festival Decoration and Signage

Create necessary signage and eye-catching decorations for festival.

Day of Festival Volunteers

Communicate with each captain to determine number of volunteers needed the day of festival. Solicit volunteers necessary to man all activities the day of the festival.

Logistics

Responsible for managing table inventory, lay-out of festival, oversight of set-up and break-down, parking traffic control, first aid station.

There is a festival job that fits your busy schedule and is perfect for the talents you have. Please help us!!! Call Jane at 404-784-3803 with questions or for more information.