

## Social Events Director

- Oversee the planning and coordination of the Monster Mash spring festival and Bandana Bonanza fall festival.
- Duties include:
  - Recruit a committee of volunteers for event planning
  - Coordinate with administration and facilities for site use/approval
  - Design t-shirt/bandana and coordinate sale, production and distribution
  - Secure and coordinate with vendors for each event
  - Work with Treasurer to process vendor payments
  - Coordinate with Room Parents/Coordinator for setup of class-sponsored Boo Games (M2 only)
  - Coordinate signup and execution of Trunk or Treat (M2 only)
  - Coordinate signage and advertising for the event (including social media)
  - Create order forms and manage event sales
  - Print tickets for event; prepare Will-Call envelopes and pre-order lists
  - Coordinate decoration, setup and cleanup of the event
  - Work with Volunteer Director to request parent and student volunteers
  - Reconcile all event expenses and income

- Oversees the following committees
  - Mother/Son event (4th grade parent volunteers)
  - Daddy/Daughter Dance (2nd grade parent volunteers)