



Big Send Off

RESPONSIBILITIES SIGN UP SHEET

| | Name | Phone | Email |
|--|---------|---------|---------|
| Lead Coordinator (committee chair) | | | |
| Room Moms (one per class- make calls to parents) | 1 _____ | 1 _____ | 1 _____ |
| | 2 _____ | 2 _____ | 2 _____ |
| | 3 _____ | 3 _____ | 3 _____ |
| | 4 _____ | 4 _____ | 4 _____ |
| | 5 _____ | 5 _____ | 5 _____ |
| Donations (solicit & thank donors of cash and goods) | | | |
| Treasurer (handles the finances) | | | |
| Location (secures and evaluates venue) | | | |
| T-Shirts (get counts & place orders) | | | |
| Favors/Calendars/Journals (get counts & place orders) | | | |
| Food (type, quantity, price, how served, who provides) | | | |
| Invitations (order, address & mail, collect RSVPs) | | | |
| Small Group Leaders (recruit, train & coordinate) | | | |
| Speakers (Key Note/Parent -- recruit and support) | | | |
| Prayer (coordinate with MIT and local families) | | | |
| Set Up (prepare location--signs & supplies) | | | |
| Supplies (coordinates all needed supplies) | | | |
| Name Tags | | | |
| Registration at Event (sign in, flow, packets, etc.) | | | |
| Clean Up | | | |
| Programs (optional to hand out at event) | | | |