

Awards Ceremony Coordinator

Description:

Coordinates the volunteers and food for the for the end of season Awards ceremony. The banquet includes pizza, cake, ice cream and lemonade.

Orders cakes from grocery, picks up and brings to banquet. Gets Pizza ordering information from Swim team Chairperson, orders pizza, coordinates pizza payment.

Needs Volunteers to set up tables and make lemonade (2), serve pizza/collect money (2), serve Ice cream and cake (4), Clean up (2).

Enables screening of end of season video. Coordinate this with the person producing the video.

Obtains Coaches gifts. (Work with Swim team Chairperson on this.)

Arranges for end of season trophies and certificates. Gets Trophy ordering numbers from Swim Team Chairperson. Orders trophies from Crown company and picks them up. (Work with Swim team Chairperson on this.)

Length of time commitment:

Planning and shopping done before Banquet. Planning done to coordinate volunteers to help (Sign up genius?). On hand to set up banquet and make sure everything flows smoothly.

Planning done before banquet for trophy ordering and coaches Gifts.