

EEMS PTA Craft Show Committee

Position Description	<ul style="list-style-type: none"> • Ideally, this event will have three co-chairs: a Marketing Co-Chair, a Food Co-Chair, and a Vendor Co-Chair. • Vendor Co-Chair will coordinate vendor sign up. Vendor sign up is year round. Vendors come from all over Virginia and West Virginia. • All Co-Chairs will coordinate volunteers to set up for Craft Fair on Friday evening. • Food Co-Chair will coordinate volunteers to staff Craft Fair vendor breakfast and lunch for Craft Fair vendors and attendees. • All Co-Chairs will coordinate volunteers to staff Craft Fair event.
General Dates Needed	The Craft Fair is generally held the Saturday before the week of Thanksgiving. The tentative date for the 2016-2017 school year is November 19.
Volunteers Hours (estimated)	<ul style="list-style-type: none"> • Vendor Co-Chair will spend 2-3 hours each month coordinating vendor sign up. (36 hours) • Marketing Co-Chair will promote event through flyers, social media, and PTA monthly newsletter (6 hours) • Vendor Co-Chair will need to draw up final placement of vendors. (2 hours) • All Co-Chairs will participate in Friday night set up from 4-9 pm and the day of the Craft Fair from 6:30 am – 5 pm. (16 hours) • Committee Volunteers collective hours: 63 hours (See Recommended # of Committee Volunteers below.)
Budget	\$100 for drinks; all other food is donated by school community
Recommended # of Committee Volunteers	<ul style="list-style-type: none"> • Friday night set up is from 4-9 pm and requires 2-3 volunteers • Saturday breakfast is from 7-9 am and requires 3 volunteers • Saturday food is served from 9 am – 3 pm. Recommend 6 volunteers working 3 hour shifts each. • Saturday will require 4 volunteers to staff the event, selling raffle tickets, signing up vendors for the following year, and be available to answer questions
Key PTA/Staff Contacts	PTA Treasurer, PTA Marketing/Communications Chair, Principal
Additional Info	The event is the largest fundraiser for the EEMS PTA.