

<i>CASA Staff</i>	<i>2013 Responsible persons</i>	<i>Deadlines/notes</i>
<p><i>Executive Director</i> guides the planning process, supervises CASA staff, and approves all substantive decisions related to the event.</p> <p><i>Development Director</i></p> <ul style="list-style-type: none"> • Participates in planning to optimize the event as a development opportunity. • Is the contact person for event venue personnel and ensures that ED, Committee Chair, and Day-of Captain are fully apprised of venue requirements and related venue issues. • Solicits sponsors; designs and ensures sponsor acknowledgments as promised. • Oversees publicity • Identifies and confirms attendance by auctioneer/master of ceremonies. • Works with Live Auction committee to identify and describe live auction items (trips, experiences, dinners, etc.) • Supervises design and production of all printed materials. • With the assistance of other staff members supports the committee as needed. <p><i>Administrative Manager</i></p> <ul style="list-style-type: none"> • Handles RSVPs and table reservations. • Handles all aspects of auction-item check-out. • Supports the DD and the committee as needed. 		

<i>Committee Chair</i>		<i>Deadlines/notes</i>
<p>Oversees planning and identifies tasks needed. Works with staff with input from event committee to develop</p> <ul style="list-style-type: none"> • format for event • theme • entertainment • budget (including ticket price) • menu <p>Assigns subcommittee chairs and members of each subcommittee.</p> <p>Delegates identified tasks to subcommittees or individual committee members as appropriate.</p> <p>Supervises work of all subcommittees and individual committee members (either directly or through vice-chair).</p> <p>Regularly checks with responsible persons (both volunteers and staff) to ensure timely completion of delegated tasks.</p>	<p>Chair: Mary Shartle</p> <p>Vice Chair: Lonnie Truax</p>	

<i>Wine Subcommittees</i>		<i>Deadlines/notes</i>
<p><i>Wine to Drink at Event</i> One person to obtain adequate wine for attendees and ensure transport to venue on day of event.</p>	<p>Marilyn Koll</p>	
<p><i>Instant Wine Cellar Raffle Subcommittee</i></p> <ul style="list-style-type: none"> • Design raffle • Secure wine • Design and execute display for wine at event • Ensure transport of wine/display to venue • Conduct raffle • Provide accounting of raffle proceeds 	<p>Friends of CASA</p>	
<p><i>Best of the Board</i> wine for auction</p>	<p>Lonnie</p>	<p>All wine and descriptions by 8/1/13</p>

<i>Decor</i>		<i>Deadlines/notes</i>
<ul style="list-style-type: none"> • Coordinates color scheme • Designs centerpieces (if needed), obtains and ensures transport to event. • Determines other décor (as needed) for all event areas • Works with committee chair and day-of captain to transport all décor to event and install. 	<p>Jenni Fox</p> <p>Marilyn Maurer</p> <p>Lonnie Truax</p> <p>Mary Shartle</p>	<p>All finalized by 8/15/13.</p>

<i>Silent Auction</i>		<i>Deadlines/notes</i>
<ul style="list-style-type: none"> • Identify type of items desired • Oversee solicitation and ensure solicitation of items that meet pre-determined criteria • Ensure proper storage. • Design presentation and determine materials needed • Determine categories for auction tables • Determine placement and flow of tables • Ensure presentation materials (easels, etc.) available at event. • Oversee transport items day of. • Oversee handwritten thank-you notes to donors 	<p>Chair: Lynn Hawkinson</p> <p>Ashley Halderman, Janis Ost, Jenni Fox, Nancy Whaley, Kathy Sherwood</p> <p>1 person to write thank-you notes.</p>	<p>All items and descriptions by _____ for inclusion in program.</p>

<i>Live Auction</i>		<i>Deadlines/notes</i>
<ul style="list-style-type: none"> • Brainstorm ideas for live auction items • Obtain items • Provide full description of live auction items • Ensure donors are appropriately acknowledged and thanked. 	<p>Mary Dean, chair,</p> <p>Kent Thompson, Staff</p>	<p>Finalize items by _____ for inclusion in printed program</p>

<i>Program</i>		<i>Deadlines/notes</i>
<ul style="list-style-type: none"> • Design CASA portion of the program • Identify, confirm, and rehearse presenters. • Work with committee chair, staff, and day-of captain to confirm format and overall program. • Identify, confirm, and direct ushers to assist guests during event (to serve as live auction spotters, as well). • Identify, confirm, and direct board members to serve as greeters. • Oversee audio-visual equipment as needed. 	Chair: Melanie Stern, Lonnie Truax, Anne Young, Cynthia	Need to determine

<i>Day-of Logistics</i>		<i>Deadlines/notes</i>
<p>Work with staff, chair, and subcommittee chairs to become familiar with format and floor plan for set-up, including:</p> <ul style="list-style-type: none"> • greeting and check-in area, • tables and chairs, • auction tables • Stage • Instant wine cellar raffle • Check out area <p>Work with silent auction chair to</p> <ul style="list-style-type: none"> • Ensure transport items to event • Set up tables • Set up displays <p>Work with program chair to</p> <ul style="list-style-type: none"> • Set up stage area • Assign and supervise ushers <p>Arrange for clean-up committee.</p>	<p>Chair (Day-of captain): Susan Coale</p> <p>Kent</p>	