



## Parish Life and Events Volunteer Descriptions

### Event Committee Chair

- Provide support and leadership to overall event organization and coordination
- Recruit sub-committees and volunteers
- Serve as liaison with committees and Parish Life and Events Manager
- Provide external resources to support success of event
- Auction Solicitation when applicable

### Event Sponsorship Committee

- Create a target list of new business sponsors for each individual event
- Under direction of Parish Life and Events Manager, assist with soliciting the list to procure event sponsorships

### Event Ambassador

- Use already established personal and professional connections to promote parish events (organizations, social media, personal emails, neighborhood groups)
- Contribute to media contact lists and support word of mouth canvassing

### Day of Event Volunteer

- Greet Guests as they arrive
- Provide hands on assistance for set-up and clean-up (may sometimes include heavy lifting)
- Guest registration check-in
- Children and Family Activities
- Serving Food/Concessions
- Bartending (training necessary)
- Auction monitoring
- Ushering