

**ST. JOSEPH FOUNDATION
BRAZOS BASH IX
JOB DESCRIPTIONS FOR RESPONSIBILITY AREAS**

AUCTION/CHANCE DRAWING

The **Auction/Chance Drawing Committee** shall be responsible for developing, organizing, and implementing the chance drawing and a silent auction as well as obtaining appropriate prizes to support the activities. More specifically:

1. To obtain a minimum of fifteen prizes for the silent auction with minimum values of \$350 or more.
2. To develop at least one Chance Drawing which would consist of the sale of 2,500 chance tickets at a price of \$5-10 each. A minimum of ten major prizes with a minimum retail value of \$1000 or more (Car/Truck or Lease, Major Trip, Boat, Major trip, Jewelry, Rifle/Gun, Hunting trip, Spa/Golf trip) should be solicited to be used as prizes for the drawing. The drawing will be held the night of the event.
3. The committee shall recommend appropriate recognition where indicated and all contacts shall be coordinated with the staff to avoid duplication.

BEVERAGE

The **Beverage Committee** shall be responsible for all beverage items for various functions relating to the Brazos Bash. Specific responsibility areas are as follows:

1. Develop and coordinate beverages with a selected vendor(s).
2. Coordinate the beverage selections with the Food and Menu Committee.
3. Arrange for certified bartenders to handle the service for the event.
4. Arrange for set-ups/ice for function as required and for any clean up.
5. Recommend to the Key Leadership, Foundation Staff, and selected caterer, a course of action on needs related to any license required.

DECORATIONS

The **Decorations Committee** shall be responsible for developing an appropriate scheme and decorum suitable for the theme and purpose of the event. More specifically:

1. Develop decorations for the Brazos Bash on October 22, 2005, which would match the theme. These decorations should include the stage, arena decorum, serving tables, and the tables for guest seating.
2. Work with Food/Menu Committee and Site Selection/Coordination Committee.
3. Volunteers shall be recruited by the Decorations Committee to assist with the decorating process for the Brazos Bash.

ENTERTAINMENT

The **Entertainment Committee** shall be charged with evaluating and recommending appropriate entertainment for the Brazos Bash. More specific duties are as follows:

1. Evaluate different types of entertainment to match the theme for the Brazos Bash.
2. Contact talent agents and arrange for contracts for selected entertainment.
3. Develop and implement a plan for completing additional items as required by any contracts or contract riders for the selected entertainment.
4. Arrange for appropriate Sound/Lighting to support the selected entertainment and arrange for contracts. Plan for delivery and pick-up of the equipment.

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5. Work with the publicity agent for the selected entertainment and procure appropriate materials/photos/tapes that will assist in publicity for the event. Obtain the appropriate releases as needed for publicity.

FOOD AND MENU

The **Food and Menu Committee** shall be responsible for all food and menu items for all functions with regard to the Brazos Bash. Specific responsibility areas are as follows:

1. Develop a plan of action for food/menu for the BASH that will maximize the involvement of community individuals and reduce the budget for the BASH. This plan should include the evaluation of in-kind donations and purchasing goods and services at cost or a cost-plus basis as well as involving community groups, churches and businesses to provide volunteer support to the project.
2. Develop and coordinate an "authentic menu" with selected caterer(s).
3. Plan and implement a "tasting lunch/dinner" for selected members of the key leadership with time, date and location to be determined by mutual consent.
4. Coordinate menu selections/decorum choices with all necessary committees.

INVITATIONS - MAILING

The **Invitation Mailing Committee** shall be responsible for preparing invitations for mailing for the Brazos Bash. Specific responsibilities shall be as follows:

1. Assisting with advance mailings for Sponsorship Committees.
2. Addressing envelopes and stuffing inserts for BASH invitation.
3. Assisting with chance drawing ticket mailing to targeted mailing list.
4. Work with THE MATTHEWS GROUP and the Foundation Staff in designing appropriate invitations for the Brazos Bash.

INVITATIONS - RESERVATIONS

The **Invitation Reservations Committee** shall be responsible for developing the prospect list to solicit support for the event. More specifically, these responsibilities are as follows:

1. To develop/review a comprehensive list of prospects from the Brazos Valley area who should receive invitations to the Brazos Bash.
2. Assist the Foundation staff in the reservation process for the various events to include the placement of individuals/companies at respective tables.

PUBLICITY

The **Publicity Committee** shall be responsible for all promotional aspects relating to the Brazos Bash including developing a media marketing plan. More specific responsibilities are as follows:

1. To work with THE MATTHEWS GROUP to develop and maximize the usage of a logo.
2. To develop and implement a media marketing plan for the Brazos Bash designed to support the various promotional and solicitation activities.
3. To approve the design of promotional materials.

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PUBLICATIONS/ADVERTISING

The **Publications/Advertising Committee** shall be responsible for working with THE MATTHEWS GROUP in the development of an expanded program designed to recognize Underwriters/Sponsors and other major contributors to the Brazos Bash.

1. Develop a list of volunteers willing to assist with a variety of activities relating to the Publications/Advertising Committee functions.
2. Develop an expanded written program including advertising space, designed to recognize the Underwriters/Sponsors and other major contributors to the Brazos Bash.
3. Develop a plan of action for selling ad space for the program to community businesses.
4. Goal for the committee will be to produce a program that is self-supporting.

RESOURCE/VOLUNTEERS

The **Resource/Volunteer Committee** shall be responsible for developing a group of volunteers willing to assist with a variety of activities relating to the Brazos Bash and related functions.

1. Develop a group of volunteers willing to assist with a variety of activities relating to the implementation of committee functions for the Brazos Bash.
2. Develop a plan of action to assist other areas of responsibility where volunteers will be needed.
3. Work with Site Coordination Cte. to develop plans for preparation clean up for the site.

SITE COORDINATION

The **Site Coordination Committee** shall be responsible for coordinating the selection of the site for the Brazos Bash and for coordinating details relating to the chosen site.

1. Develop a scale site drawing of the selected site to be utilized by other committees.
2. Work with the owner of the facility to arrange for appropriate support functions.
3. Arrange for necessary liability insurance to meet requirements.
4. Work with Police/Security to arrange for parking needs, signage, traffic control, and making arrangements with appropriate personnel to work traffic control.

SPONSORSHIP

The **Sponsorship/General-Business Committee** shall be responsible for obtaining major financial support from Individuals and the Business Community for the Brazos Bash not identified with the remaining Sponsorship Committees.

The **Sponsorship/Dental Community Committee** shall be responsible for contacting various local and regional dentists and dental-related companies and soliciting support for the Brazos Bash.

The **Sponsorship/Hospital Vendors Committee** shall be responsible for contacting various local, regional, state, and national companies which conduct business with St. Joseph Regional Health Center and soliciting support for the Brazos Bash.

The **Sponsorship/Legal Community Committee** shall be responsible with contacting various local and regional attorneys and related companies and soliciting support for the Brazos Bash.

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The Sponsorship/Medical Community Committee shall be responsible for contacting various local and regional physicians and medical-related companies and soliciting support for the Brazos Bash.

The **Regional County Committee** shall be responsible for contacting various individuals, companies/organizations throughout the Brazos Valley and soliciting support for the event.

The **TAMU Campus/System Committee** shall be responsible for developing interest and support for the Brazos Bash.

All Sponsorship Committees shall be responsible for the following:

1. Develop and implement a plan of action designed to secure the budgeted sponsorship/underwriting support.
2. Recommend guidelines designed to guide all solicitation efforts for the event.
3. Make recommendations as to the appropriate recognition for donors of funds which support the event.
4. Work with the Foundation Staff in developing and implementing a plan of action designed to generate targeted support from the specified areas for the Brazos Bash.
5. Develop/contact a targeted list of prospects to invite to the Brazos Bash.

**ST. JOSEPH FOUNDATION
BRAZOS BASH IX
REPLY FORM FOR COMMITTEE SELECTIONS**

_____ ***Yes, I (We) plan to serve on the 2006 Planning Committee.
My (our) committee selections are indicated below.***

_____ ***No, I (We) are unable to serve on the 2006 Planning Committee.***

We are asking that you serve on **ONE** committee for the Brazos Bash. Please indicate your top three choices (1, 2 and 3) for committees you would be willing to serve on in 2006:

- | | |
|---------------------------------|--------------------------------------|
| _____ Auction/Chance Drawing | _____ Site Coordination/Logistics |
| _____ Beverages | _____ Sponsorship/General Business |
| _____ Decorations | _____ Sponsorship/Dental Community |
| _____ Entertainment | _____ Sponsorship/Hospital Vendors |
| _____ Food/Menu | _____ Sponsorship/Legal Community |
| _____ Invitation - Mailing | _____ Sponsorship/Medical Community |
| _____ Invitation - Reservations | _____ Sponsorship/Regional Community |
| _____ Publicity | _____ Burleson County |
| _____ Publications/Advertising | _____ Grimes County |
| _____ Resource/Volunteers | _____ Leon County |
| | _____ Madison County |
| | _____ Robertson County |
| | _____ Washington County |
| | _____ Sponsorship/TAMU Campus/System |

Your Name: _____

Please indicate your preferred mailing address for information relating to the committee work and a contact phone number:

Address: _____

City/Zip: _____

Home Phone: _____ Bus/Phone: _____

E-mail Address: _____

**PLEASE RETURN IN POSTAGE PAID ENVELOPE OR CALL/FAX
ST. JOSEPH FOUNDATION 979-774-4087/FAX 979-731-8976**