**2018 PHS Baseball Pizza/Spaghetti Dinner Fundraiser**

**EVENT: Sunday, April 22nd , 2018 from 11:00am – 2:30pm**

**Initial Meeting in January:** February 15, 2018 at PFD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tickets/Signage:** Kurt & Jayne Birkholz Chairs

* Have tickets (roughly 1000) printed up. See sample raffle ticket to see what needs to be on it. Must be numbered.
* Divide tickets by player and hand out to players (or give to coaches to hand out). Log all tickets
* Collect unsold tickets and money from players/coaches by April 12, 2018.

**Marketing:** Anne Troka Chair

* Anne T- Put notice on school website. Contact Jamie Piontkowski at jpiontkowski@plymouth.k12.wi.us
* Anne T- Church bulletins (SJB, SJL, Redeemer, Salem at least two weeks before event)
* **EVERYONE-** Facebook
* Anne T- Press Release in Review
* **EVERYONE-** Hang up large posters at various places in and surrounding Plymouth
* Stacy Bermke- Make signs and hang up on all player’s lockers at school
* Butch – Eagles Club at Veterans Park Sign Board
* Butch – Dave Capelle’s Sign board

**Donation Coordinator:** Steph Schreiber Chair

* Create a Signup Genius to track donations
* Assist with player/parent scheduling prior to the event if needed

**Apparel Sales:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Miscellaneous:**

* Ryan R Order and pick up 60 loaves of French bread donated from Piggly Wiggly
* Anne T Order and pick up 8 cases of mozzarella sticks donated from Sargento
* \_\_\_\_\_\_\_\_\_\_\_\_\_ Purchase and bring roughly 3000 plates and napkins and 1000 forks
* \_\_\_\_\_\_\_\_\_\_\_\_\_ Name Badges for players/coaches for day of event

**Donations:**

* Steve Develop donation letter (tweak one from previous year), make copies and hand out when asking for donations for donator’s record
* **EVERYONE** Solicit items, gift certificates, and apparel for all raffles including basket raffles, walk-around raffles, silent auction, early bird raffle and special raffle
* Purchase deeply discounted sports apparel (Brewers, Badgers, Packers, Bucks, etc)
* Give small posters to anyone who donated to post at their shop if okay with them

**\*\*\*\*\*Date/Place to Assemble Raffle Baskets, and Organize Walk-around Raffles and Silent Auction items\*\*\*\*\***

**\_\_\_\_\_Plymouth Fire Department, April 20th, 6:30 pm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

-Also develop list of items in each raffle basket (including donators of each item).

-Develop master list for all Raffle Baskets and Silent Auction items to put at each table for viewing.

-Who will Attend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_