**HALLOWEEN HOWL – COORDINATOR ROLES**

**DANCE EVENT COORDINATOR**

The event coordinator:

* works closely with the decoration, concession, bake sale, ticket, and music coordinators,
* keeps the teams on schedule,
* attends the October PAC meeting and gives and update on the dance,
* connects with the PAC President as needed,
* connects with the PAC Communications regarding any information to be emailed out to families and / or posted on the PAC website,
* oversees the set-up of the dance,
* ensures enough volunteers have signed up to help on the day of and at the dance.

**DECORATIONS COORDINATOR**

The decorations coordinator:

* goes through decorations currently stored at the school,
* connects with event coordinator if new decorations are required,
* brings the decorations to the event,
* assists with the set up and take down at the dance.

**CONCESSION COORDINATOR**

The concession coordinator maintains communication with the bake sale coordinator and the tickets coordinator. The concession coordinator oversees the following:

Food:

* Order pizza (location TBD – please speak with Event Coordinator),
* Determine the quantity of the order,
* Arrange delivery or pick up,
* Is a re-order throughout the evening possible? Determine price per slice and potential selling price,
* Determine and source other potential concession food items (chips, sushi, mac and cheese, etc.), their cost and potential selling price,
* Ensure options are available for common allergies and food preferences (ex, nuts, dairy free, gluten free, vegetarian).

Drinks:

* Determine and source beverages,
* Coordinate purchase of beverages,
* Coordinate transportation to the event location (Bayside Middle School, 1101 Newton Place),
* Determine price per drink and potential selling price.

Other:

* Supervise volunteer concession workers throughout the evening,
* Determine a meal combo,
* Determine a meal combo price.

**BAKE SALE COORDINATOR**

The concession coordinator maintains communication with the concession coordinator and the tickets coordinator. The bake sale coordinator oversees the following:

* maintains communication with the event coordinator and the concession coordinator,
* coordinate a drop off location and time for the bake sale items,
* For example: at the community hall before and/or after school, alternate location, at the dance itself, etc.,
* coordinates transportation of items to the event location (Bayside Middle School, 1101 Newton Place),
* ensures all sale items are clearly labelled for allergens (ex. no nuts, gluten free, dairy free, vegan, etc.),
* price the bake sale items, and,
* supervises volunteer bake sale workers throughout the evening.

**TICKET COORDINATOR**

The ticket coordinator:

* maintains communication with the event coordinator, concession coordinator and bake sale coordinators,
* communicates with Sarah Angus ([sarah.r.angus@gmail.com](mailto:sarah.r.angus@gmail.com)) and/or Angela Formosa-Gray ([angela.formosa.gray@gmail.com](mailto:angela.formosa.gray@gmail.com)) if tickets will be sold in advance through the MunchaLunch system,
  + if tickets are sold in advance, ensures all purchased tickets are bundled and labelled for the dance,
* brings all tickets to the dance,
* has a float for onsite tickets sales – communicates with Tina Cameron ([tina@jamescameroninc.com](mailto:tina@jamescameroninc.com)) and/or Jim Cameron ([james@jamescameroninc.com](mailto:james@jamescameroninc.com)) (PAC Treasurers) to arrange the float and return of the float and proceeds

**MUSIC COORDINATOR**

The music coordinator:

* finds a DJ or two for the event,
  + optional: sends out song requests in advance to the students in the school,
* obtains the sound system from the school,
* brings the equipment to the event and back to the school the following week,
* sets up the equipment at the dance or ensures it is set up if someone else is doing the set up – will require a table and the sound system,
* maintains communication with the event coordinator.

If you have any questions, please email the PAC at [prospectlakepac@gmail.com](mailto:prospectlakepac@gmail.com)