

Food Fight! Event Committee Job Descriptions

Thank you for your interest in helping with the Scleroderma Foundation –Rocky Mountain Chapter with the planning of the Food Fight! Event. We need energetic, spirited and motivated individuals to work on the planning committees in the areas of auction, communications and sponsorship in order to have a highly successful event! Below are the job descriptions for each of the committees, the event planner and chairs will be helping to assist you with these jobs.

Sponsorship Committee

Sponsorship Committee will develop plans for soliciting individual, corporate and in-kind sponsors for the Food Fight! Event. In addition, this committee will insure that all sponsors of the event are recognized properly during the planning and the actual event plus a thank you letter and that their gift is acknowledged.

Committee Breakdown

Corporate/Individual Sponsorship: Oversees and manages all sponsorships for event

In-Kind Sponsorship: Works with committee needs to establish In-Kind needs and procures them

Required Experience, Knowledge and Attitude

The ideal candidate for membership on this committee will be friendly and outgoing and will demonstrate a willingness to “grovel with the best of them.” Most importantly, members of this committee must have the unique ability to not give up after four people say ‘no’ because they recognize that the next person they talk to may solve all of their problems!

Specific Job Duties

- 1) Develops a comprehensive list of potential sponsorship opportunities and in-kind needs.
- 2) Coordinates this effort with the other committee chair people.
- 3) Develops a comprehensive list of potential sponsors and/or event underwriters and in-kind needs.
- 4) Solicits individuals and businesses to establish sponsorship relationships based on the goals and criteria of the plan.
- 5) Maintains an accurate database of event supporters
- 6) Ensures that all donors, underwriters and sponsors receive proper recognition before, during and after the event (including signage, event promotion, programs, etc.)
- 7) Writes thank you letters to all sponsors - cash and in-kind.

Promotions & Marketing Committee

The Promotion and Marketing Committee will oversee all marketing and ticketing aspects of the Food Fight! Event as well as provide all the advertising and promotion needs for the event. This committee will oversee ticket sales - including regular and VIP tickets.

Committee Breakdown

Press and Publicity: Prepares all press releases and media information and interacts with the media.

Social Media: Creates a social media plan to promote event through Facebook, Twitter, Linked In, community calendars, etc...

Ticket Sales: Will promote sales through email promotions, create Save the Date post card and any other invitation needs. Additional oversee VIP tickets - what the ticket includes i.e. special event, gift bags

Required Experience, Knowledge and Attitude:

The ideal candidate for this committee will be creative, fun and possess excellent communication skills (verbal and written.)

Specific Job Duties:

- 1) Creates a promotion and marketing plan
- 2) Reviews all advertising and promotion options available.
- 3) Develops a comprehensive media list with contact names, addresses and telephone numbers.
- 4) Develops press packages and encourages local media coverage of event.
- 5) Writes and distributes press releases and public service announcements.
- 6) Contacts media for feature stories, interviews and photo opportunities.
- 7) Develops a ticket sales plan - email blasts, invites etc...
- 8) Using graphic resources, develops all graphics and artwork for the event. Develops the layout and oversees printing of all promotional materials.
- 9) Designs and places all media advertising, including flyers, posters and advertisements (paid and free.)
- 10) Develops all signage that is needed for the event including sponsor recognition.
- 11) Secures a photographer for the event.
- 12) Develops the event program for the event
- 13) Selects, orders and purchases all event souvenirs. Also determines methods of distribution and/or sales methods.
- 14) Contacts key media personalities and invites them to attend the event as your guest.
- 15) Sends follow-up press releases after the successful completion of the event.

Auction Committee

The Auction Committee will secure donated items that will be sold via a live and/or silent auction to the highest bidder. It is the responsibility of this team to secure the best and most sought after auction items, and prepare the written descriptions for the auction software. In addition, it is this committee's responsibility to secure and educate the auctioneer for the event.

Required Experience, Knowledge and Attitude

Members of this committee must know how to ask for stuff...and get it for free! Not any easy task per se, but in this job a little charm goes along way!

Specific Job Duties

- 1) Establish fundraising goal for the auction (live & silent).
- 2) Develop a list of potential auction items and donors that fit with the theme of the event. For example, an Italian themed basket - it could include gift certs to great Italian restaurants, Italian wine, food items, dishware etc...
- 3) Create solicitation letter, forms, and materials for donations with help from event planner.
- 4) Solicit donations.
- 5) Create auction database, stating description of item, value and minimum bid.
- 6) Hire auctioneer.
- 7) Work with event coordinator for night of support (set up, spotters and help with check out)
- 8) Determine the order that the items will be live items will be auctioned.
- 9) Arrange for pick-up and delivery of all auction items.
- 10) Work with auction company on day of logistics
- 11) Prepare displays of auction items.
- 12) Create bid sheets (if needed) for each silent auction item and appropriate signage.
- 13) Determine last bid time and method for announcing "winners" and closing the silent auction.
- 14) Send out thank you notes to all auction item donors.

Chef/Restaurant Committee

The Chef/Restaurant Committee will secure celebrity chefs in the area of appetizer, main course and dessert and oversee all judging (people choice and panel). It is the responsibility of this team to secure the best and most sought after chefs in the Denver-metro area and prepare them for competition. In addition, it is this committee's responsibility to assign the chef's to stations and work with Sponsorship Committee on station assignments. Will also work with chefs to procure their food needs and possibly their purveyors. Will need to find celebrity sous chefs (2 for main course) and judges.

Committee Breakdown

Chef/Restaurant Chair: Terry Borg Will oversee chef procurement and logistics

Sous Chef/Judge Chair: Will work with local celebrities to have them as Sous Chefs and Judges

Required Experience, Knowledge and Attitude

Members of this committee must know how to ask for stuff...and get it for free! Not any easy task per se, but in this job a little charm goes along way!

Specific Job Duties

- 1) Create a list of possible chef's/restaurants and be strategic about who we ask
 - Do they have a draw?
 - What type of food do they do or are known for?
- 2) Create Chef Overview on expectations and receive for their participation
- 3) Maintains an accurate database of event supporters
- 4) Solicits food donors and purveyors to work with chefs
- 5) Find 4 celebrity sous chef's to pair with chefs
- 6) Find people to judge competition, create judging standards, decide on awards and people's choice voting.
- 7) Ensures that all chefs/restaurants and sous chefs receive proper recognition before, during and after the event (including signage, event promotion, programs, etc.)
- 8) Writes thank you letters to all chefs, restaurants and sous chefs.