



## Volunteer Information

Plans are moving along very well for our 16th Annual Extravaganza. We have many new and exciting additions to this year's event and we hope you'll love them as much as we do. Last year, Extravaganza generated just under \$63,000 for our school system. The event takes many committed parents to make it a success. We have had many veteran chairpeople retire and are extremely grateful for their help over years.

Below is a summary of the different committees' responsibilities. We rely on parents, grandparents, alumni and friends of Aquin to volunteer their help. If an area needs volunteers, please consider signing up and being a part of Extravaganza 2010.

### **Extravaganza Coordinators: Laura Diemer & Kathy Runte**

Work in partnership with other committees, oversee the entire event, direct communications about event to public and families, contact 'Honorary Chairpersons', work with caterer, work with auctioneer, submit legal documents and contracts, monitor expenses with Aquin bookkeeping, set-up meetings for committee reports, develop all printed materials (raffle tickets, donations brochure, invitations, book)

### **Dinner Coordinator: Jeff Hiveley**

Works with restaurateurs and coordinates all food for evening. Coordinates all table settings and linens.

### **Dining Room Help:**

This year we are not having a 'sit-down' dinner (although seating will be assigned by table). There will be 4 food stations around the room, each with an authentic variety of foods. The restaurateurs will be in charge of preparing their own food. Dinner patrons will go to up to each station and fill their plates.

**Volunteers needed:** 4 'movers' and a covered truck--Aquin students (under the guidance of Mr. Shippy) will be delivering tables and chairs from Aquin and St. Mary Church beginning Thursday, April 22. Need able-bodied adult assistance.

**Volunteers needed:** 10 'set-up'--we are planning to begin setting the room on Thursday.

**Volunteers needed:** 4 'runners'--1 for each station to assist the chefs. 10th-12th Grade Aquin students can work here.

**Volunteers needed:** 30 'runners'--we are planning for 30 tables and we will need at least 1 runner per table (clear plates, fill water glasses, assist dinner patrons). 10th-12th Grade Aquin students can work here.

### **Bartenders: Jeff Hiveley**

We will be in charge of the bar this year. Jeff Hiveley will provide alcohol & bartenders. Betty Sopic and Jim Bald will be serving complimentary beer.

**Volunteers needed:** 2--1 runner for the bartenders, and 1 additional bartender to serve complimentary beer.

**Live Auction: Laura Diemer**

This committee is in charge of creating the packages for the Live Auction. Troy Rudy will continue as our auctioneer. We will not have a projected slide show of the items this year as space will not allow it.

**Volunteers needed:** 2 or 3--'Vanna Whites' to display auction package signboards during the Live Auction. 10th-12th Grade Aquin students can work here.

**Silent Auction: Deb Fontana**

Items are pouring in, thanks to a tremendous response to our class baskets. Everything else is pretty much in place for the evening.

**Decorations: Anne Hiveley**

Each station is being decorated by 2 couples each. Decorations will reflect the ethnicity of the food within.

**Volunteers needed:** 5 'set-up'--we are planning to begin setting the room on Thursday.

**Finance Room: Linda Thayer**

Work in partnership with our bookkeeper extraordinaire Mrs. Thayer. Two people (usually a couple) work at the entry to hand out books with bid cards and record credit card information for express check-out at the end of the evening. Really not busy after that until Silent Auction closes.

**Volunteers needed:** 6-8 'worker bees'--we have a beautiful new room for you this year, no more dungeon down the hall.

**Reservations: Maime Curry**

Work with Extravaganza Coordinator. Assign seating. Print alphabetical list of all attendees for Finance Room and Bid Number assignment.

**Parking:** None needed this year. Ample parking in lots of building.

**Necklace Raffle: Pam Schmelzle and Val Curry**

This one is all set. Necklace will be on display and the lucky winner will wear the jewels home.

**Clean-Up Crew: Laura Diemer**

Come in on Sunday morning and join the clean-up party. If possible, all tables and chairs will be returned to Aquin and St. Mary. If not, Mr. Shippy's brigade will work on that on Monday.

**Volunteers needed:** 10-20--many hands make light work--all shapes and sizes welcome! Bring the family!

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If you are interested in volunteering for any of the above positions, please contact [laura.diemer@aquinschools.org](mailto:laura.diemer@aquinschools.org) or call 815.235.3154 x 226 or complete the form below and return to either Aquin office.

Thanks for your support!

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Yes, I am interested in helping with Extravaganza 2010.

Sign me up for \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_