

## Committees Overview

| Committee                  | Responsibilities  | Committee Head |
|----------------------------|---|----------------|
| <b>Business/Facilities</b> | Work on location details for events including booking, coordinating sound system, set up, staging, permits, insurance.  |                |
| <b>Food</b>                | Coordinate food & vendors for special events.   |                |
| <b>Raffle/gift baskets</b> | Solicit donations for raffles and gift baskets for special events. Put together gift baskets. Prepare sign up sheets for silent auctions.                                   |                |
| <b>Games/Activities</b>    | Coordinate games and activities for events. Find vendors and donations where appropriate.   |                |
| <b>Publicity</b>           | Get the word out about events by passing out fliers, visiting facilities, posting in newspapers, online, etc.   |                |
| <b>Sponsors</b>            | Find sponsors for the foundation. Email, mail letters and visit various organizations to share information about the foundation. Help find/write grants for the foundation. |                |

## **Committee Member Application**

*If you are interested in joining a committee or helping The DEANA Foundation in any capacity, please complete the following form and email it to:*

[thedeanafoundation@gmail.com](mailto:thedeanafoundation@gmail.com)