



ATONEMENT COMMUNITY HEALTH AWARENESS DAY

2018 ATONEMENT COMMITTEE SIGN-UP SHEET

Saturday, October 13, 2018 ~ 9am to 2pm

JC Nalle ES (Ward 7 Community School)

Printed Name _____

Street Address _____

City _____ State _____ Zip _____

Cell _____ Home _____

E-mail _____ @ _____ . _____

I wish to join the following Atonement Community Health Awareness Day Committee(s).

- ☐ **Atonement Family:** Liaison with Atonement Organizations (AYAEM/ ECW/Food Pantry/ Lay Ministry/ Men's Club/ Senior Choir)
- ☐ **Correspondence:** Sponsorship and Stewardship Letters, Distribution and collection of event documents and contracts, Vendor responses, Receives vendor documents, Prepares awards and thank you notices
- ☐ **Entertainment:** Supports DJ with announcements, Adult Exercise, Photo Booth, Line Dancing, Moon Bounce, Face Painting, Steel Band
- ☐ **Finance:** Execution of Vendor fees and payments Receives vendor fees & payments
- ☐ **Food & Beverage:** Shopping for event, Food prep @Atonement day of event, Food table set-up, restocking, clean-up, Distribution of food at event
- ☐ **Health Awareness Team:** Liaison with Health Sponsors, Health screenings for event attendees, Health Professionals Needed!
- ☐ **Hospitality:** Serves as Event Hosts and Hostesses
- ☐ **Logistics:** Responsible for set-up and take-down of all tenting, tables, chairs, trash, Set-Up of additional vendor banners/signage, and return of all Atonement property
- ☐ **Program:** Liaison with Project Coordinator, Monitors Run-of Show and coordinates with all Committee Chairs
- ☐ **Public Relations:** Liaison with Photographer, Greeting of all Sponsors, Stewards and Special Political Guests
- ☐ **Registration:** Main organizational oversight of Event, Responsible for on-site participant registration and data collection, and Distribution of event t-shirts, souvenirs and awards
- ☐ **Souvenirs:** Actively solicits, secures and packages sponsorship items, Stuffs and distributes Event Bags
- ☐ **Vendors:** Liaison with Vendors arriving to event, Sign-in and Booth/Table equipment, Booth Signage, and Table cover

Please **email or text** your Committee selection along with your name to Rochelle Harley, 240-825-5100 or 301-520-8618, atonementcommhealthawareness@gmail.com