

## Halloween Bash Details & Duties

Establish Committee Meeting Date w/Captain

Maintain Committee Members points (meeting & work hours) & report to Captain

Prepare Projected Budget

Present Budget to Co-Captain of Finance by set date for approval by board

Work closely w/ Co-Captain of Finance in keeping approved budget up to date

Reserve Location & Time of Event w/guidance from Co-Captain of Krewe Events (if not previously set by officers &/or board)

Pay Deposit- get check from Co-Captain of Finance

Any contracts must be signed & approved by Captain &/or Co-Captain of Finance

Reserve DJ

Pay Deposit-get check from Co-Captain of Finance

Any contracts must be signed & approved by Captain &/or Co-Captain of Finance

Pay in full @ the event

Hire Check-In Staff

Get names ahead of time for checks to be cut from Co-Captain of Finance

Pay in full @ event

Establish a verification system for Krewe members & guests allowed at the event(*EX. Stamp or bracelet*)

Hire Security (Sheriff's Department)

Get names ahead of time for checks to be cut from Co-Captain of Finance

Pay in full @ event

Utilize Decorations

Try to Utilize existing inventory

(get a copy of inventory)

Table décor

Room Layout

(pending location of event)

Establish decorating time

Delivery of decorating supplies

Establish clean up crew

Clean up time

Delivery of inventory back to storage

Food Menu

(if committee chooses to have food)

Halloween Invitation

All Main Correspondence must be done via USPS w/ email as back up reminders & must be submitted to Co-Captain of Krewe Relations for approval (also try to get posted on website)

Time

Date

Location

Food & drinks info.

RSVP info.-Co-Captain of Krewe Events will be contact

Attire info.

Hotel info. (pending location)

Guest Ticket \$ (w/assistance of *Co-Captain of Krewe Events & Co-Captain of Finance*)

Updated 2008