

Sacred Heart Catholic Schools Fourth Annual Art Festival 2010

It is that time of year when we start planning for our Annual Art Festival. Below are descriptions of each committee. Please sign the attached sheet to show which committee you would like to work with. The committees will meet during the PTO meetings in March 4 and may be asked to attend few additional meetings if necessary. I hope everyone will take the opportunity to participate and help with the festival. It is one of our biggest fundraisers and allows the children in our community the opportunity to enjoy and explore art activities.

Committees

Sponsorship: Sending out letters with information about sponsorship program. Put letters in Sacred Heart and St. Mary's Bulletins

Publicity: Send information to the Gulf Pine Catholic, Bay Press, Ocean Springs Record and the Sun Herald, informing the community of the event. Contact the local radio stations. Send announcements and flyers to other schools. Send information to the schools, Diocese and Chamber Websites. Provide signs for businesses and place signs around the community.

Booths: Send out information and solicit individuals to rent a booth. Organize where each booth will be located on the grounds.

Performers: Contact different groups and organize times for them to perform on the stage.

Food: Organize and order food

Volunteers: Schedule worker's for all the booths. Work with the Parents, CCD, CYO, and St. Patrick Students.

Pictures: Organize and set up booth for pictures with the Easter Bunny

T- Shirts: Design, take orders, and order shirts

Program: Design and produce the program for the festival

Supplies: Check supplies on hand and determine what needs to be ordered. Complete the orders and turn them in to Mrs. Sema for approval.

Parent or Guardians Name: _____

Child's Name: _____ **Grade:** _____

Home Phone: _____ **Cell Phone:** _____

Email: _____

I am interested in working with the following marked committees:

_____ **Sponsorship**

_____ **Publicity**

_____ **Booths**

_____ **Performers**

_____ **Food**

_____ **Volunteers**

_____ **Pictures**

_____ **T- Shirts**

_____ **Program**

_____ **Supplies**