

**Chicago City Day School
Fall Fest 2005
Committee Master List**

Attachment A

Committee	key contact	Description	chairman
Winners Circle	ALU	Purchase prizes, set-up and take-down the booth, and manage the awarding of prizes during the event.	Katherine Holz Camille Olson
Little Gym Coordinator	ALU	Design, set-up and take-down, and oversee all games and activities in the gym devoted to the younger children; this includes sorting materials from prior years and filling in missing items.	Mary Ross
Big Gym Coordinator	ALU	Design, set-up, and oversee all games and activities in the gym devoted to the older children.	Chrissy Collins
Head Supervisor		Provide adult supervision the day of the event to ensure all children and guests remain safe.	Jim Van Nortwick
Children's Arts-and-Crafts Studio & Special Events	ALU	Plan and oversee the Studio; Plan and oversee special events and activities, e.g., face painting, portraiture, silly string, pottery, balloon-maker, clown or other characters.	Lydia Eady – Special Events Vicky Tesmer – Studio <i>(TBD – Studio Coordinator for set-up and day of event)</i>
Creepy Cottage	ALU	Design, set-up, and manage the day of the event, the Creepy Cottage.	Brad Schreiber (Day of Event: Outdoor Coordinator)
Signage	ALU	Plan and develop all signage for the event.	Deborah Bezanis
Assistant Event Runners	ALU LKP	On-site the day of the event, at the “beck-and-call” of the Event Co-Chairs, Lori Pedelty and Anne Updegrove ☺	Mark Ormond Grayson Holmbeck

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Staffing	LKP	Oversight of volunteer needs for the entire event and all committees; determine what volunteers are needed, when. Recruit and assign volunteers for set-up, event coverage, and take-down. On site supervision of volunteers day of event.	Pam McGann Ann Palmer
<i>Outdoor Coordinator</i>	<i>LKP</i>	<i>Plan and oversee outdoor activities: pony rides, camel ride, petting zoo, etc. Day of the event: ensure that all outdoor events and activities are running smoothly, including: silly string, Creepy Cottage, games, animal attractions, and the food service/buffet.</i>	<i>TBD</i>
Set-up and Take-Down	LKP	Plan and oversee the set-up, beginning on Friday, Oct. 14, after school, continuing through Saturday morning, Oct. 15, before the opening of the event to guests, and take-down after the event concludes on Saturday afternoon.	Suzannah Ragen Pat Frederick
Decorating	LKP	Design and set-up decorations.	Anne Ferguson
Ticket Sales	LKP	Purchase, set-up, and manage the day of the event, the ticket sales.	Julie Vander Weele Ron Vander Weele
Food Service	LKP	Plan, purchase, deliver, and set-up the buffet of picnic food and guest tables. Keep buffet stocked during event. (This includes arrangements with the pizza truck.)	Gabrielle Weisberg (Day of Event: Outdoor Coordinator)
Head Griller		The oversight of grilling.	Donald Weisberg
Baked Goods and Market Place Food Sales	LKP	Coordinate baked good and Market Place donations; manage the sales of baked goods and Market Place foods.	Alison Bacon Stacy Saunders

LKP – Lori K. Pedelty
ALU – Anne Updegrove