

You are invited to a Special **PALM SUNDAY CONCERT** at Burleigh Heads Uniting Church

# The Brisbane Festival Male Voice Choir Inc.



*Proclaiming Jesus - No Other Name*

Sunday 14<sup>th</sup> April  
at 3pm - Gold coin  
donation.

**CHAPLAINCY DINNER** – Thursday 6<sup>th</sup> June – 6pm to 9pm. Tables of 8.

Jan Drury will have more information and will be taking names of those interested on Sunday. Come along and bring some friends.




**Many Hands Make LIGHT Work**

**FAMILY FUN DAY**, 15<sup>th</sup> June. Volunteers are being sought to take responsibility for coordinating various aspects of preparation for our Family Fun Day. Each position could be taken on by one person or more than one. Dianne Malimonenko is coordinating the day, and will actively train and support all volunteers.

**NO EXPERIENCE NECESSARY.** All costs reimbursed.

Please come along to our next **PLANNING MEETING** – Wednesday 10<sup>th</sup> April at 10am – or contact Dianne. **SEE OVER.**

<p><b>COORDINATOR - CRAFT ACTIVITIES</b></p> <ol style="list-style-type: none"> <li>1. Decide (with the committee) the number and type of craft activities to be offered</li> <li>2. Find suitable personnel to supervise each of the craft activities (usually 2 helpers per craft) These would all need to have a Blue Card</li> <li>3. Check the stock of craft materials already on hand and purchase what extra materials are needed</li> <li>4. Decide on the number of tables and chairs needed and their layout</li> <li>5. Decide on a suitable method of displaying samples of the crafts available so that children can choose.</li> </ol>	<p><b>COORDINATOR - DRINK STALL</b></p> <ol style="list-style-type: none"> <li>1. Liaise with Dianne re sourcing marquee and supervise erecting and taking down of same.</li> <li>2. Purchase drinks (cans and poppas) , ice</li> <li>3. Arrange for keeping drinks cold</li> <li>4. Find staff to man the stall on the day</li> <li>5. Arrange for required number of tables for serving drinks</li> <li>6. Arrange for float and liaising with treasurer re collection of money</li> </ol>	<p><b>COORDINATOR - CHILDREN'S ART EXHIBITION/COMPETITION</b></p> <ol style="list-style-type: none"> <li>1. Arrange for art screens to be erected and then dismantled after the day.</li> <li>2. Find staff to help hang the art work</li> <li>3. Find staff to supervise the art on the day</li> <li>4. Liaise with Dianne re the purchase of medals for winners</li> </ol> 
<p><b>COORDINATOR - SAUSAGE SIZZLE STALL</b></p> <ol style="list-style-type: none"> <li>1. Liaise with Dianne re sourcing marquee and supervise erecting and taking down of same.</li> <li>2. Purchase of bread, sausages, onions, sauces, paper serviettes</li> <li>3. Find staff to man the stall</li> <li>4. Arrange for any utensils needed</li> <li>5. Arrange for required number of tables for serving sausages</li> <li>6. Arrange for float and liaising with treasurer re collection of money</li> </ol>	<p><b>COORDINATOR - GIFT BAGS</b></p> <ol style="list-style-type: none"> <li>1. Check the number of bags already on hand and arrange for any extras that are needed to make up 100 bags</li> <li>2. Find helpers as needed</li> <li>3. Choose and purchase the items for the gift bags (money has been donated for this purpose)</li> <li>4. Supervise the filling of the bags and their distribution on the day.</li> </ol>	<p><b>SUPERVISOR FOR GENERAL SETTING UP OF THE HALLS AND GROUNDS</b></p> <ol style="list-style-type: none"> <li>1. Gather a team of able bodied people to help</li> <li>2. Arrange for people to hang bunting, erect signage and beach umbrellas and to remove same after the event</li> <li>3. Marking out area for animal farm</li> <li>4. Erection of marquees</li> <li>5. Setting up tables, chairs, outdoor tables etc</li> </ol>