Evening in Aiea

Sign Up Form

Parent Orientation Day
August 1, 2007

Aloha Parents,

We need your help. For our 5th year, we are planning for another Evening in Aiea special outside meal and entertainment event, which raises funds for our school. We have not set a date for it, but we'll most likely use an April Saturday. Please circle the positions where you'd be interested in helping, and leave the form at the Orientation Day. Please circle at least 2 items.

In Christ's Aloha,
The Evening in Aiea Planning Committee

Serve on a Planning Committee:

Supplies Committee	Silent Auction	Kids Zone
Tables/Tents/Chairs	Advertising	Volunteer Coordination
Donor Recruitment		

Help with Specific Tasks that Evening:

Kids' Zone Helper
Friday Night Set-Up (approximately 6 – 10 p.m.)
Saturday Set-Up (approximately 1-4 p.m.)
Cleanup (approximately 9-11 p.m.)
Ticket-Selling before/after school (months before)
Hanging Posters (weeks before)
Ticket Collection at Door
Wine Glass Tables
Beverage Table
Soft Drinks/Coffee Table
Coffee Preparation
Phone Person Saturday daytime
Volunteer Check-in & T-shirts (5:00 in office)
Volunteers' Kitchen
Banner Hanging (including hanging and returning)
Security (police officers)
Table Bussing (Retrieving Plates and Utensils during the Evening)
Corporate/Family Tables Supervisors (maitre d')
Silent Auction Item Solicitation
Silent Auction Item Co-coordinators
Silent Auction Bidding & Time Sheets
Silent Auction Display (Fri. p.m. or Sat. a.m.)
Silent Auction Registration Table (at entry door)
Silent Auction Monitoring
Silent Auction Accounting/Cashiering
Silent Auction Item Distribution
Silent Auction Security (door monitors)
Entertainment Recruitment
Friday Night Watchman (11 p.m. – 7 a.m.)
Sound and Lights set up
Silent Auction Letters/Pickup of Items

Yes, I'm interested in helping with the items I've circled above.

_____	_____	_____
Parent's Name	Printed Parent's Name	Contact information

Yes, I'm interested in helping but I'd like to know more:

_____	_____	_____
Parent's Name	Printed Parent's Name	Contact information