BANDSTANDERS

COMMITTEE BEST PRACTICES MANUAL

EVENT: Logo Items

TOTAL TIME COMMITMENT: **1-2 hours per week**

NUMBER OF VOLUNTEERS NEEDED: **1 or 2 to help at meetings**

AREAS OF RESPONSIBILITY FOR VOLUNTEERS: **Maintain samples; maintain order form; place orders and pick up for delivery; collect payments and submit to Bandstanders Treasurer**

EQUIPMENT NEEDED AND QUANTITY (Chairs, Tables, Coolers, Extension Cords, Other): **None- Use rolling duffel bag and money bag provided by Bandstanders**

SUPPLIES NEEDED AND QUANTITY (Food, Water, Other): **NA**

WHERE/HOW TO ORDER SUPPLIES: **Clothing purchased from S-n-S Screen Graphics in past**

ADDITIONAL SUPPLIES NEEDED: **NA**

SET UP GUIDELINES (When? Where?): **Clothing displayed during Bandstanders parent meetings and on Bandstanders web site**

SCHOOL DISTRICT CONTACTS NEEDED AND WHEN (Copy Center, Maintenance, Room Reservation, Security, Equipment, Other): **NA**

WHO TO CONTACT WITH QUESTIONS: **Bandstanders Chairperson, Bandstanders Treasurer**

ADDITIONAL COMMENTS: **NA**