

## **Coordinator Information**

### **(Julie)**

Facilities rules:

- No glitter
- Nothing on the walls

No kitchen use (without reservation)

- If kitchen is reserved, it is only reserved for the period of the event
- No supplies from kitchen can be used

Cleaning – leave as found and vacuum (vacuum found in closet by elevator in basement)

Coordinator must contact Julie Laible 60 days prior to event

- To discuss set up
- To confirm room assignments
- To affirm that all committee members have seen document and are aware of Guidelines

Off-site events: Email Julie Laible with dates of events, [julielaible@me.com](mailto:julielaible@me.com), so they can be added to the calendar

### **(Diane)**

Discuss tables for coordinators at Mandatory Meeting

Cannot cancel an event without board approval

Contact all volunteers assigned to your committee – delegate and don't turn people away. Look over list and let Melanie Fleury, Volunteer Commitment Coordinator, [4fleurykids@gmail.com](mailto:4fleurykids@gmail.com), know if you feel you need more or have too many

Close registration for events 7-10 days before due to food count, table set-up, etc.

Use CHEER caterer for catered events. Gail Clarke, [gailclarke@bellsouth.net](mailto:gailclarke@bellsouth.net), 770-614-5135. Work with Gail on counts and make sure we're not throwing food away

Send frequent posts through [all@cheerhomeschool.com](mailto:all@cheerhomeschool.com) advertising your event

Assign someone on your team to take pictures. Those can be sent to Julie Laible at [julielaible@me.com](mailto:julielaible@me.com)

Email member of board if you have families who need scholarships

Cindi Davis, Supply Coordinator, [daviscindi@gmail.com](mailto:daviscindi@gmail.com), has a master list of items available for events. Before an event, email her to get the list to see if there are items

available that you would like. Cindi will add all items purchased to her spreadsheet after she receives the Post-Wrap-Up sheets.

If you are storing items at your home, please allow reasonable arrangements for other coordinators to arrange pick up. We need to know who has the items, along with the contact info and address

Tablecloths: Each event that will use tablecloths has been assigned two additional members to their committee. This is to ease the burden of laundering the tablecloths. All tablecloths need to be laundered immediately and returned to CHEER's storage closet at Perimeter. There is a bin on the top that they should be placed in. There is a space on the Post-Wrap Up sheet to mark that this has been done

Please feel free to contact the board with any concerns

**(Kym)**

Budget for each event

Fill out Proposed Event Budget 30 days prior to event. In order to keep fees from rising, we need all coordinators to fill this out. Send to Kym Mallory, [malloryk@bellsouth.net](mailto:malloryk@bellsouth.net)

Fill out Post Event Wrap Up and submit to Kym Mallory, [malloryk@bellsouth.net](mailto:malloryk@bellsouth.net). Once this is complete and nonconsumables are returned along with pictures, reimbursement will take place. Make sure all your volunteers know they have to inform you of all nonconsumables purchased.

Submitting receipts. Unable to pre-pay items, must have receipts first. Original receipts are needed for reimbursements

All check need to be made out to Perimeter Church. Keep us updated of address changes so your checks get delivered to you

All receipts need to be turned in within 90 days