

Council Event Description

Event Title: Jingo

Event Objective: Raise money for council; promote council awareness to parish, and fraternity among members.

Event Budget: Non required as expenses are paid for from receipts

Manpower requirements: 40 man-hours shared by ushers and council

Sign up genius format: None required. Work schedule is created as part of project

Schedule: One night fund-raiser (usually a Thurs or Fri. in early May) with workers starting with set up at 3 pm and ending at about 11:30pm

Facility requirements: Banquet hall with seating for about 360.

Equipment requirements: Laptop with Jingo Excel application, projection screens, 200 numbered balls and mixing machine with rack, podium, 7 tables.

Dress requirements: Council shirts, name tags, Sunday best.

General Overview of Duties: Select banquet hall based on meal price, ambiance, and availability one year in advance, secure with down payment. Apply for and receive raffle license from state 7 months in advance. Recommend ticket pricing to council. Select ticket printer and have tickets printed. Organize and conduct ticket sale and distribution campaign. Coordinate after mass ticket sales in narthex with parish. Send out mailers. Prepare worker task list. Organize and sign up workers for time slots. Assign attendees to tables. Organize the prize money payouts. Have the jingo sheets printed. Oversee the printing and placing of place name tags. MC the event. Organize and oversee the collection and deposits of sales receipts. Coordinate the sale of the 200th raffle tickets and 50/50 raffles. Recommends compensated guest attendees (staff). Oversee the completion of the final report (see below).

Coordinate with: Council officers, council, ushers, parish, banquet hall.

Council Event Description

Promotion: Mailers to past attendees, ads in bulletin, ticket sale weekends (if necessary), direct contact by assigned table salespersons.

Other information: This is a highly sophisticated event with many tasks and duties that are described in supporting documents. Duties are delegated to others as much as possible. Net proceeds are split 50/50 with the parish Ushers Ministry. See attached Procedures for a Successful Jingo.

Council Event Description

Event Final Report:

Date:

Number of attendees:

Total Sales- Banquet- 200th ticket raffle- 50-50-

Total Cost:

Cost per Serving:

Total man-hours expended:

Total net money raised:

Dollars raised per man-hour:

Summary report:

What went right:

What can be improved on:

Special recognitions: