



Caring Support for Our Own

WeMAR C.A.R.E.S.

Sparkling Nights Volunteer Opportunities

Publicity & Marketing | Dana Matthews | 2012 Chairperson

- Plan and implement strategically timed marketing for the event
- Schedule evolving publicity for the event utilizing the WeMAR magazine, newspapers, press release, Broker Agent Magazine, email, radio, TV, RMS sessions and any other means which may be available
- Enlist other REALTORS® in individual offices to assist in publicity by making announcements about SPARKLING NIGHTS! and WeMAR C.A.R.E.S.
- Coordinate the plan with Programs, Sponsor/Donations and Tickets Coordinators and the Talent Coordinator
- Design flyer suitable for distribution and/or posting in offices
- At RMS tour meetings and in their office meetings on a monthly basis; enlist the help of the WeMAR Communications Director
- Provide the Recognition and Awards Coordinator with a complete list of names, title and affiliation and requested contact information of all who assist so they may be thanked again following the event
- Give progress report at monthly Committee meetings
- Submit report with recommendations to Chairman one week following the event
- Write thank you's to appropriate vendors, contributors and volunteers

YES! I would like to volunteer for: Publicity & Marketing

Complete and fax to 623.931.1008 or mail to WeMAR | 9001 West Union Hills Drive, #8 | Peoria, AZ 85382

Name _____ Company _____

Address _____ City _____ Zip _____

Phone _____ Fax _____ Email _____

Lori Scardina | lscardina@wemar.org | 623.931.9294



Caring Agents Responding to Emergency Situations

Administered by the Arizona Association of REALTORS® in partnership with the West Maricopa Association of REALTORS®.



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Ambassadors | Tony Scardina | Brenda Quintana | 2012 Co—Chairpersons

- Visit real estate offices to
 - recruit talent for the auditions
 - do raffles at the offices
 - spread the word about the show

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Awards & Recognition

- Be responsible for thank you notes to all Sponsors, Committee members, WeMAR Staff, performers, in-kind contributors
- Evaluate, purchase and wrap commemorative gifts for the Committee
- Give progress report at monthly Committee meeting
- Submit report with recommendations to Chairman one week following event

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Tickets | Walt Patterson | 2012 Chairperson

- Consult Arizona Broadway Theater about how tickets are handled
- Set up procedure for online ticket sales, sub-committee ticket sales and distribution of the tickets
- Design ticket sales system- timeline, manpower needed and media to publicize ticket sales
- Enlist WeMAR Board of Directors and set up a sub-committee to handle ticket sales
- Work with Liaison to coordinate ticket sales and accounting of money from ticket sales
- Provide Recognition and Awards Coordinator a complete list of all names, titles, affiliations and contact information for recognition following the event
- Give progress report at monthly Committee meetings
- Submit report with recommendations to Chairman one week following the event
- Distribute tickets to sponsors
- Write thank you's to appropriate vendors, contributors and volunteers

YES! I would like to volunteer for: ____ Tickets

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Hosting/Facilities | Jeane Roule | Patty Carabio | Lisa Miller 2012 Co—Chairpersons

- Serve as liaison between the Committee and Facilities Director of the Arizona Broadway Theater
- Consult with Talent Coordinator about facility for auditions
- Assist Show Director Choreographer and Talent Coordinator with arrangements for auditions and rehearsals, secure underwriting costs wherever possible
- Secure valet services and coordinate with tickets and marketing/publicity
- Arrange for supplies, props or sets as needed by the show committee
- At the direction of the Chairman, secure underwriting cost of photographer for the event and individual performer photos
- Consult with Show Director to provide opportunity for photo appointments for performers with the show photographer
- Provide the Recognition and Awards Coordinator a complete list of the names, titles, affiliations and requested contact information so they may be thanked following the event
- Assemble a separate Clean Up sub-committee for the facility following the event
- Give progress report at monthly Committee meetings
- Submit report with recommendations to Chairman one week following the event
- Write thank you's to appropriate vendors, contributors and volunteers

YES! I would like to volunteer for: Facilities

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Food & Beverage | Jeane Roule | Patty Carabio | Lisa Miller 2012 Co—Chairpersons

- Serve as liaison between the Committee and Facilities Director of the Arizona Broadway Theater
- Evaluate the need for food and beverage for the event and determine location and provider in conjunction with the Center for the Performing Arts and the Center for the Arts Director
- Inform Publicity/Marketing Coordinators of details to be publicized regarding the food and beverage arrangements
- If food is to be provided, secure full or partial underwriting of it
- Give progress report at monthly Committee meetings
- Submit report with recommendations to Chairman one week following the event
- Write thank you's to appropriate vendors, contributors and volunteers

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