

Sunday, 21th November

Christmas Bazaar

2010

Two Event Organizers

Alex Decker & Maria Horvathova

- Coordinate embassies
- Management of the site
- Monitor progress
- Attend board meetings as needed

Administrator

Christie Day

- Take minutes from X Bazaar meetings
- Send letters and make phone calls
- Assist the business organizers with logo organization

Two Business Organizers

Lilian Frenkel & Alenka Gorjup

- Coordinate the Potential donate Contact List & Members' Contacts
- Send Letters to Potential Sponsors
- Make List with Profit x Sponsoring

Two Design & Decoration Organizers

Natalia Sevillano & Marta Novotna

Decorator for the Location

- Responsible for floorplan (set up)
- Concept development for decoration
- Responsible for logistic tables & decoration materials

Designer for print materials

- Responsible for all printing items:
→ posters, tickets, t-shirts and sponsor boards

Specific Functions

- | | | | |
|------------------|---------------------------------------|-------------------|-------------------------|
| • Ticket Sales | Pranitha Spells | • Technical Items | Marta Novotna |
| • Tombola | Glenda Murray
Carol Walker | • Treasurer | Sabine Jung |
| • Charity Tables | Diana Cristarella | • Photographer | Birgitte Heiberg |
| • School Tables | Tiina Elia | • PR Person | Zora Groholova |
| | | • Logos | Birgitte Heiberg |

Venue Coordinator

Marta Novotna

- Responsible for location contract
- Obtains required permissions

If you are interested in helping with the organization of the 2010 Bazaar or for more information, please contact **Alex** or **Maria** during our Coffee Morning or via email © christmasbazaar.iwc@gmail.com.