



Time & Talent Commitment at Pakachoag Music School

What special talent or skill will you share with PCMS?

We are requesting that each family assist with at least one school activity during the year. Please decide where/when you can help. Each family’s participation helps PCMS reach its full potential. The two items bolded and starred (* *) are two items we ask all families to contribute toward making a success.

1. Please check the activity/event with which you can be of most help

Activities:

- Photography
- Graphic Design (flyers, event programs, annual brochure, newsletter)
- Proof-reading
- Cooking / baking / cake decorating
- Connections with businesses in your community (or your own business) for advertisements, sponsorships, donations of raffle/auction items.
- Computer skills (Microsoft Publisher, Powerpoint, Excel)
- Party / Holiday Decorations
- Other ? _____
- Videography
- Newsletter reporting / writing on events, programs
- Flower arranging
- Artistic/Design help (bulletin boards, visual displays)

Events:

- Private Instruction **Recitals** – set-up / clean-up / reception hosting
- Private Instruction Recitals - ***Baked Goods ready to serve for your child’s recital reception*** (1/2 hour before your scheduled recital or 1/2 hour after).

We do ask all participating families to donate baked items for their child’s post-recital reception.

Annual Fundraising **Cabaret** (Anticipated for late March 2009)

- *Selling advertising in Cabaret Program Book***
- Advance ticket sales
- Publicity (phone-calls, distribution of fliers to town libraries, senior centers, pre-schools, day cares, churches, etc.)
- Soliciting donations for silent auction/raffle
- Set-up before the event
- Clean-up after the event
- Tracking donations for silent auction/raffle

General:

In Office Help:

- Sticking labels (can also be done at home)
- Copying
- Phone coverage if staff are out sick (could be morning or afternoon)

Outside of Office Help:

- Annual Fund Drive – Follow up phone calls
- Sticking labels (can be done at home)
- Distribution of literature in your community (town library, churches, senior center, etc.)
- Studio Parent Liaison (act as a communication liaison to families of your private instruction teacher).
- Tracking sales of celebration items (07/08 - t-shirts, pencils, tote bags, wine glasses)

2. When would you be able to spare a couple of hours during the course of the semester to help with a special project? Morning afternoon evening Weekends
Is there a specific day of the week when you are more likely available? _____

3. Board of Directors and Associated Sub-Committees – please check here if you’d like more info.

Name: _____ Phone Number: _____

Please return this form to Elaine at the front desk during the first week of classes or mail to PCMS, 203 Pakachoag Street, Auburn, MA 01501. Thank you.