GIRLS INCORPORATED OF GREATER ATLANTA
VOLUNTEER OPPORTUNITIES

1100 Spring Street, Suite 700 **Atlanta, Georgia 30309**
(678) 686-1740

x	**D**	Day
	E	Evening
	W	Weekend
x	**C**	Concentrated
	S	Summer
x	**DOE**	Day of Event

The "GGW" LUNCHEON PLANNING COMMITTEE
"Giving Girls Wings"

CATEGORY: ■ SPECIAL EVENT ☐ DIRECT PROGRAM ☐ BOARD LEVEL

LOCATION: 1100 Spring Street, Suite 700, Atlanta Georgia 30309

STAFF CONTACT: Janet Street
jstreet@girlsincatl.org
Telephone: (678) 686-1740
Fax: (678) 686-1759

PURPOSE: To assist staff with the planning of a fundraising event April 17, 2007.

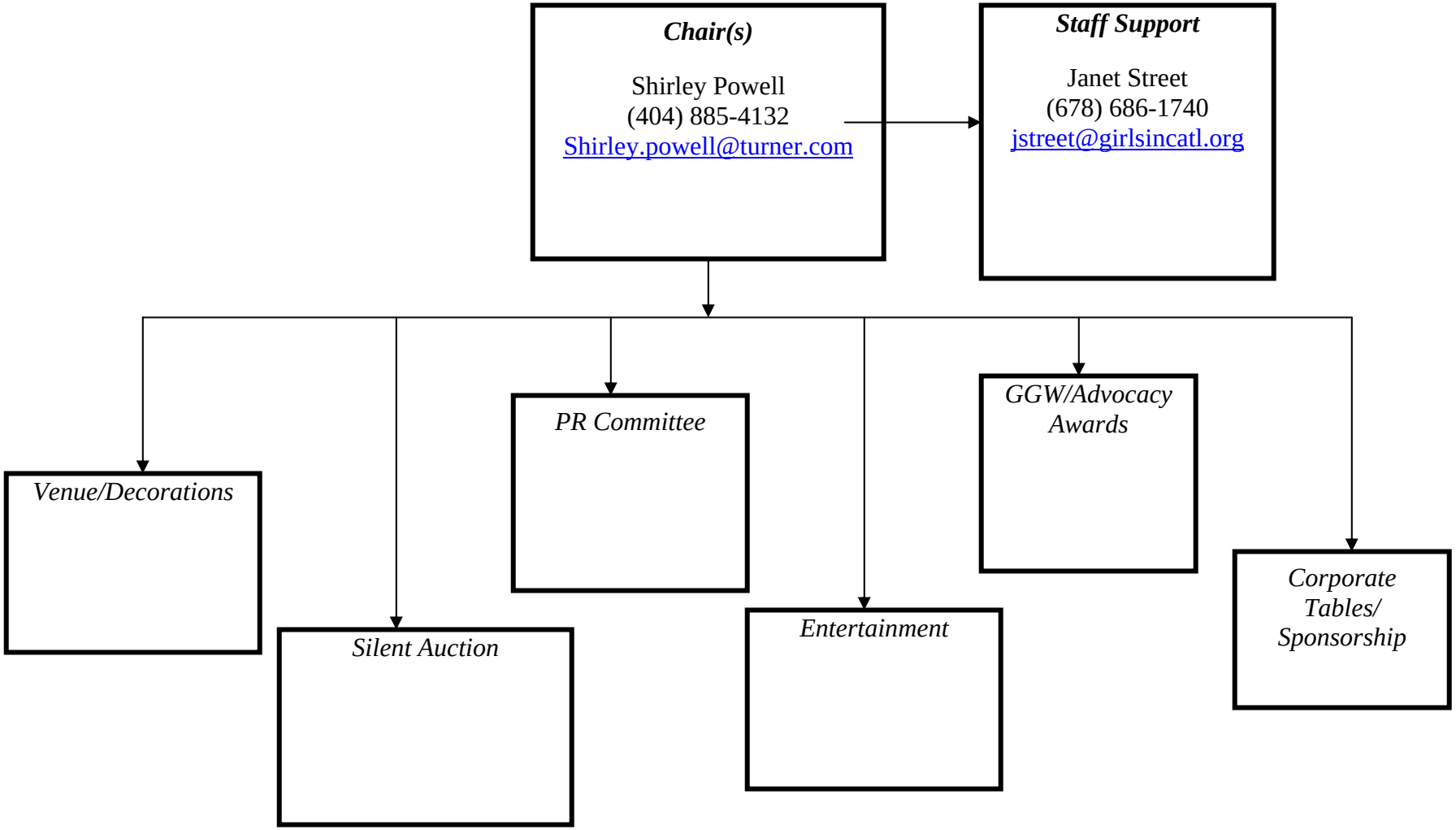
JOB DESCRIPTION: A number of volunteer opportunities are available in the following areas:

1. **Sponsorship/Award** – this committee is responsible for the selling of corporate tables as well as planning the GGW/advocacy award portion of the program.
2. **Venue/Dinner/Décor** – This committee will obtain the facility to hold the event, work with caterer and be responsible for decoration, including set up and tear down.
3. **Entertainmen**t – this committee will be responsible for all aspects of scouting and securing entertainment, as well as, working with the hotel to secure the specifications from the rider.
4. **Public Relations** – This committee will be responsible for design, invitations, tickets, program, scripting, and media for the event.
5. **Silent Auction** – this committee will be responsible for securing silent auction items and manning the table at the event.

SCHEDULE: Day meetings and one monthly meeting

TRAINING: N/A

COMMENTS:

IMPACT/OUTCOME: To create an elegant, yet fun evening dedicated to honoring those who make a difference in the lives of girls. To raise $50,000 - $100,000.

The G.G.W. (**G**iving GirlsWings) Advocacy Celebration