

FINAL REPORT – 2016 HOLLY BERRY BAZAAR

Position or Booth Name: _____

Chair/Co-Chair: _____

Job Description and Responsibilities:

(i.e. establish committee, plan workshops, attend meetings, purchase supplies, set up/decorate booth, organize workers, etc.)

Time Commitment:

(i.e. when planning began, making contacts, ordering, etc.)

PRE-BAZAAR

Committee:

(i.e. list committee members by name indicating any specific responsibility if appropriate—attach additional sheet if necessary)

Steps Taken to Fulfill Responsibilities of this Position:

(i.e. describe in detail how you accomplished your task, specifying a time frame—a procedural time line which would benefit the next chair/co-chairs)

Outside Contacts Made:

(i.e. include list of names, addresses, phone numbers, e-mail if appropriate)

Booth Expenses:

(itemize expenses and sources)

SET-UP and DAY OF BAZAAR

Description of Booth Layout and Display:

(i.e. size and no. of tables used--rental or self supplied, floor plan, other display props used, who owns them, amount of time to set-up booth, etc.)

Supplies Needed for Set-Up and Bazaar Day:

(i.e. white sheets for table tops, tape, calculator, hooks, etc.)

Bazaar Workers:

(list names and shift hours used, number workers needed each hr.)

Bazaar Day:

(general positives and negatives for your booth)

FINANCIAL

List of Merchandise:

(attach additional sheet if necessary listing items, quantity, price, # sold indicating good and poor sellers, donors' names if applicable)

Proceeds of Booth Sales:

(profit after expenses – get total from HBB Treasurer, Carol Scola)

\$ _____

FOLLOW UP

Disposition of Unsold Items:

(give detail of how you disposed of unsold items after the Bazaar)

Inventory of Supplies & Merchandise to Transfer to 2010 Chair:

(specify items including storage location)

Recommendations for Future Bazaars:

(i.e. suggestions of changes or comments – what worked, what didn't)

Recommendations of Member/s to Chair this Position in 2012:

(include yourself if you would be willing to repeat being chair/co-chair or would be interested in another HBB position)