

# POUGHKEEPSIE



## Committee/Event leader fact sheet

**Event/Project Name:** Picture Night

**Event/Project Description:** Normally held the night before Opening day in order to showcase our donations and raise more money. Coordinate date/time/venue with the picture company. Make a schedule of reporting times for the teams and notify managers when they should report. For fundraising, hold a raffle of prizes. Secure prizes months in advance.

**Amount of time devoted:** 35 to 40 hours is needed to secure donations from the community businesses starting in February. Another 16 to 20 hours are needed for preparation and presentation of the gifts. 5 to 10 hours are needed to setup the teams with the times needed for the events. This is generally done by setting up TBall first and so on.

**Amount of people needed to complete project:** 4 Picture night coordinator should set this up going forward. In the past, Patti Etts and Domenica Haines worked together on the night setting up teams and making sure they were ready as a team before going in to the picture room.

**Need to reserved space -** Last two years, the event was held at Casperkill

2 for picture night

2 for raffles - should be the same people for opening day.

**Costs involved in your project/event:** costs of Casperkill and photogs, if any. Cost for raffle tickets (both 50/50 and donation tickets)

**Timing of your event/project:** Day before Opening Day.

**Notes:** Picture night runs crazy and smooth at the same time. Getting the little kids (T- Ball) in early works better. Have the donations setup near the entrance to the pictures so people have to pass the area twice. Need to make sure the uniforms are in before then.