The Dallas Women on the Move Committee is a group of dedicated women that create awareness of multiple sclerosis and fundraise to help create a world free of MS. We are looking for strong female leaders in our community to assist with corporate development, in-kind donations and individual table sales.

EVENT DATE: TBD, likely Oct /Nov. 2012

DALLAS WOMEN ON THE MOVE SUB COMMITTEE LEAD DETAIL

Note: All areas require attendance at monthly meetings which are generally held Monday evenings from 7 - 8:30 pm.

TABLE SALES LEAD-

- With NMSS staff, help develop budget and goal structure
- Oversee table sales to meet the budget and attendance goals
- Manage recruitment of table purchasers and coordinate committee's efforts to sell tables
- Assist with table assignments for event day

SURPRISE BAG LEAD-

- Coordinate and lead effort to collect surprise bag items to be sold at the luncheon (Minimum of $50 donation)
- Compile and organize paperwork with all those participating in collecting items and coordinate receiving items
- Oversee packaging and sales of surprise bag items on event day

PARTY FAVORS LEAD-

- Coordinate and lead effort to secure party favors for all event attendees, package and display items on event day

PRIZE DRAWING LEAD-

- Organize and lead effort in securing items for luncheon event day drawing
- Solicit and collect items donated for the prize drawing (working with Surprise Bag Lead)
- Work with NMSS to create prize drawing tickets
- Compile and organize paperwork with those participating in collecting donations

CAKE CENTERPIECES LEAD-

- Coordinate and lead effort in contacting area bakeries for cake donations for centerpieces and dessert
- Secure an estimated 40 cakes (recommend no less than 2 per bakery)
- Coordinate pick-up and/or delivery of all cakes for event day
- Compile and coordinate paperwork with those participating in collecting donations

LOGISTICS LEAD- NMSS

- The NMSS will lead coordinating printed materials, venue communication, catering, floral, décor, set-up, registration, etc. Updates will be shared monthly with WOM Committee at meetings.

SPONSORSHIP LEAD-

- Solicit corporate sponsorship opportunities using the NMSS provided sponsorship package.

IMPACT OF WOMEN ON THE MOVE

Since 2005, the program has touched the lives of more than 2,000 Texans and raised over $300K to create a world free of MS.

STAFF CONTACT: Shelley Kaiser, Strategic Philanthropy Manager at 469-619-4704 or shelley.kaiser@nmss.org