

# Festival Volunteer Positions

WE NEED VOLUNTEERS TO MAKE THIS FESTIVAL WORK!

**Volunteer Coordinator** is Barb Rothwell. Contact Barb at [cvwrr@charter.net](mailto:cvwrr@charter.net) if you can donate some of your time for any of the positions listed below.

Barb will recruit and schedule volunteers.

## **Positions Needed**

### **Meet and Greet**

- Greet the public at the festival
- Hand out festival brochures and questionnaires
- Direct vendors to their booth space
- Work with Parking Coordinator to make sure vendors are parked in back lot

### **Membership/Raffle and Silent Auction**

- Collect donations from vendors and sponsors
- Set up raffle area
- Set up silent auction area
- Choose and post raffle tickets every half hour
- Post silent auction winners
- Sell raffle tickets
- Put unclaimed raffle items with dinner door prizes and arrange for transport to dinner
- End of day – tear down membership table/get all inventory to membership secretary/ cash box to Treasurer (terri schmit)
- Take down silent auction area

### **Competition assistance** (terri schmit)

- Intake – sign up entrants, record item information **FRIDAY 4/9/10 – 1-5PM**
- Place entry in appropriate category location – make sure entry tag shows only category & entry number
- Clerk – keep official records of the judge's decisions, places ribbons on appropriate entries

### **Dinner Coordinator** (Patti Stiles)

- Research and reserve restaurant for festival dinner/membership meeting
- Provide dinner cost to festival committee
- Collect dinner reservations/provide list of attendees to festival committee
- Coordinate handling of funds with treasurer
- Provide door prize drawing slips (one for each dinner attendee)

### **Class Coordinator** (Deb Ready)

- Recruit instructors for festival classes

- Provide class registration info to Festival, Publicity & Signage Committees
- Notify instructors & Education Committee when class is full
- Inform instructors of registrant numbers prior to festival
- Coordinate handling of funds with Treasurer
- Handle last minute onsite registrations (if not handled by facility)
- Manage and coordinate classroom set up
- Coordinate with Signage Committee for any necessary class signage
- Ensure instructors' onsite needs are met
- Pass any disputes on to festival committee/WGS President for settlement

#### **Vendor Coordinator** (terri schmit)

- Recruit vendors
- Assign vendor spaces
- Provide space assignments to Festival Committee for floor plan & brochure
- Provide vendor permits to facility (if necessary)
- Collect vendor fees/coordinate handling of funds with treasurer
- If providing tables/chairs, coordinate with Set Up Committee
- Send out vendor packet at least 2 weeks prior to festival (includes space assignments)
- Work with Meet & Greet personnel to ensure vendors' needs are met
- Pass any disputes on to festival committee/WGS President for settlement

#### **Signage Committee** (Barb Rothwell)

- Create and install all festival signage in public spaces
- Coordinate with Set Up Committee to install all festival signage:
  - Any WGS signage in public area
  - Sandwich and hanging signs outdoors
  - Classroom signage
- Attend to classroom signage changes
- Laminate signs if possible for future use

#### **Set Up Committee**

The day before the festival:

- Assist in marking floors for vendor spaces
- Coordinate with other groups (i.e. Membership, Vendor, Education, Signage) in setting up signs/tables/chairs as needed (classrooms, silent auction, membership table, outdoors, etc.)

Festival Day:

- Set up refreshments in break room area

#### **Clean Up Committee** – Day of Festival

- 1 hour before end of festival, clean up break room area
- End of day – take down signage in classroom/public areas – leave with Festival Committee
- Take down sandwich boards and hanging signs – leave with Festival Committee
- Take down tables and chairs and put away – membership area, silent auction, etc.
- Assist vendors with breakdown if needed
- Sweep floors as needed

**Festival Committee** (Barb, Deb, terri)

- Oversee festival preparation and activities
- Prepare floor plans
- Prepare festival brochure/fliers
- Provide information to Publicity Chair for festival promotion – radio, TV., print media
- Recruit festival sponsors
- Provide registration materials as needed
- Create and provide competition rules and entry
- Arrange for festival photos
- Keep website and yahoo site up to date with festival information

**Parking Coordinator**

- Work with Meet & Greet to ensure that ALL vendors park in the back parking lot