

## **Festival Chairs**

### **Volunteers**

- Point person to coordinate volunteer program
- Develops volunteer outreach materials
- Maintains list of volunteers
- Schedules volunteers
- Coordinates with other chairs to determine volunteer needs
- Clean-up, set-up and during crews
- Develops budget for volunteer thank you gifts, lunch, etc, Board Approval

### **Vendors**

- Point person to coordinate vendor program
- Develops Vendor outreach program
- Maintain vendor list
- Coordinate with Logistics for vendor equipment needs
- Coordinate with Marketing for vendor locations
- Special interests, elected officials, health, resource groups
- Coordinated with BOARD on who can be free
- Coordinates with Food Truck Chair

### **Entertainment**

- Identifies and coordinates DJ &MC, Board approval
- Equipment
- Identifies entertainers, Board Approval
- Develops Entertainment schedule
- Develops entertainment budget, Board Approval
- Coordination of performers & music  
Coordinates Speakers. Speakers identified through Board

### **Youth**

- Manages the Youth tent
- Develops youth activities, program
- Coordinates with Entertainment for scheduling of program
- Develops budget for Youth program, Board Approval
- Outreach to schools for volunteers
- Identifies full program/extent of activities early-on to minimize redundancy

### **Welcome/Hospitality**

- Coordinates with Marketing to create the Welcome Tent/Branding
- Coordinates all welcome activities
- Maintains area for volunteer resting, food, water, snacks, etc
- Coordinates with Vendor and Volunteer chair for check-ins
- Can answer all questions about Festival

### **Site Logistics**

- Coordinates the implementation details for equipment, furniture, tents, etc
- Coordination with each chair
- Porta-pottys
- Security
- Barriers
- Stage, tables, chairs etc
- Coordinates with Volunteer Chair

### **Program Areas 1, 2, 3**

- Special interest area to be developed and coordinated by the selected candidate
- Proposal of program would be presented at January Board meeting for Approval
- Flexibility in the space, but a solid program and goals needs to be identified (e.g. bring in 5 food trucks with culturally diverse cuisine. Food trucks will assist in marketing and pay registration fees).