

## **Volunteer Positions**

### **Raffle Committee:**

- Coordinator to apply for state permit & order raffle tickets
- Prepare & track list of businesses selling raffle tickets, using previous year's list as a starting point
- Prepare a raffle ticket packet for each business, including donation registration sheet.
- Recruit volunteers to help visit businesses to request they sell raffle tickets
- Follow up with businesses and gather donation registration sheets and raffle donations.
- Check in to see if they need more raffle tickets periodically.
- Let the marketing team know who is selling tickets, who has made donations and the businesses providing sponsorships, so they are included on Summerfest flyers and advertisements.
- Continue to follow up with businesses on ticket sales, donations and raffle ticket sales
- Inventory T-shirts – let coordinator know if more are needed. Help sell t-shirts at Summerfest
- Track all businesses and donations received separately and enter information into Auctria
- Pick up raffle items, organize, categorize, & take photos for online auction/raffle

*Volunteers on this committee would work closely with the committee chair in visiting area businesses and organizations to involve them through sponsorships, donations and/or selling raffle tickets, which would in turn receive advertising and recognition benefits during Deerwood Summerfest.*

### **Vendor Committee Leader:**

- Send email registration reminders and application to past vendors
- Actively seek additional vendors by advertising on FB vendor group pages
- Keep vendor list and contact information up to date
- Track incoming applications/registrations/deposits & confirm with vendors
- Collect & verify liability Insurance forms and tax forms
- Keep in contact with vendors as needed throughout season
- Determine map location for vendors
- Print final vendor list for vendor booth
- Assemble welcome packets for vendors to include maps, vendor appreciation meal ticket, location map, booth designation, policies, survey, registration form for next years event, booth sign and number.
- Recruit Volunteers for the booth to help with vendor arrivals/payments & welcome packets
- Be available to vendors on event day to answer questions.
- Remind Vendors to complete survey and next years registration

*Volunteers would work with the committee chair to put together welcome packages and plan the vendor appreciation dinner. They would also work together with logistics in the placement of vendor booths and help in the main vendor check-in booth to greet, help and direct vendors as they arrive on the day of the event. Towards the end of the event, they would help in gathering surveys and registrations for the following year.*

#### **Marketing Committee:**

- Work with the coordinator to set up a marketing calendar while choosing best marketing strategies and avenues
- Confirm area events with businesses and add to the calendar
- Set up contact information for all marketing affiliates so in future years the contact information is available
- Design and prepare flyers listing each event – making these available to all committee members and distributing them throughout the immediate and surrounding areas.
- Contact area papers, chamber offices, schedule billboards, radio ads, announcement boards, churches, and bank newsletters to publish Summerfest ad's and articles.
- Keep track of budget, advertisers and dollars spent on advertisements.
- Follow up on Flyers that will be placed around town my businesses and organizations
- Provide copy for Facebook advertising throughout season.

*Volunteers for this committee would be responsible to distribute flyers to area businesses & organizations, reaching communities in at least a 25 miles radius around Deerwood. They would also be encouraged to share Summerfest ads on social media if possible.*

#### **Logistics Committee:**

- Determine event locations – working with landowners for permission to use their property, if needed, referencing past locations used.
- Map out areas for each event, music, parking, vendors, portable bathrooms, information booth, garbage receptacles, auction trailer and street barricades. Provide map to other committee members for reference
- Schedule street light banners/wooden signs – order additional banners needed.
- Work with City of Deerwood, attending meetings for board approval and permits
- Work with Police Dept on mapping and police presence
- Call/Setup/Confirm Range Disposal, Goble Porta Pottie, Garrison Bay Lake Area Lions for services and delivery.
- Post banners/wood signs
- Work with City of Deerwood to setup barricades and handicap parking locations and cones prior to event
- Mark vendor spots with numbers and DUCT Tape (no paint)
- Be present event to help with set up and teardown

*Volunteers for this committee would help with location planning, set up and tear down and direct people during the event.*

#### **Sales/Donations Committee:**

- Responsible for gathering donations and sponsorships for the Auction and Raffle (whether online or in person)
- Large prizes are needed ASAP, so the raffle tickets can be ordered
- Contact area businesses for sponsorships/donations and raffle items – especially the large prizes
- Deliver sponsorship packets to each business and follow up with them
- Prepare and track list of businesses and their sponsorship/donation or raffle items & payments received.
- Work closely with the coordinator in making sure all items/donations are accounted for and uploaded in Auctria and on the website, as well as information needed for big ticket raffle prizes.
- Let the marketing team know who has made donations and the businesses providing sponsorships, so they are included on Summerfest flyers and advertisements
- Pick up raffle items, organize, categorize, take photos for online auction

*Volunteers on this committee would work closely with the committee chair in visiting area businesses and organizations to involve them through sponsorships and donations, which would in turn receive advertising and recognition benefits during Deerwood Summerfest.*

#### **Activities Committee:**

- Put together a list of special event ideas that would take place during Summerfest.
- Consult the committee so there is agreement on the events taking place
- Recruit volunteers to help with the planning and events
- Work with logistics on placement of each location
- Contact entertainers/event providers and get commitments from them
- Contact organizations, such as Girl Scouts, Boy Scouts, trap team and invite them to be involved
- Order prizes for games
- Complete a list of events and entertainment, along with contact information and when and where they will be performing. Provide this to Coordinator and Marketing Team

*Volunteers on this committee would help in the planning and implementation of family friendly games, activities, and entertainment for Summerfest. They would work closely with other members, the coordinator, and Logistics Team in planning the additional events.*