

# Leadership Roles

## Details & Time Commitment

All leaders will meet with an Olney Days Coordinator to walk through their responsibilities, activities, and answer questions. Materials needed will be provided. Party in the Park is on Saturday, April 30, 2022 and the Community Clean up and Parade are on Sunday, May 1, 2022. To volunteer, text/call Barbara at 301-332-4554 or email [OlneyDays@OlneyCivicFund.org](mailto:OlneyDays@OlneyCivicFund.org)

### Party in the Park Leadership Roles

**Fun on the Fields** Filled - Thank you Bryan!

- Before the event:
  - Meet with Party in the Park Organizer to review the event. Pick up materials needed (timers, certificates, goals, balls, frisbees, can jam, Jenga, etc) from OCF
- Day of event (2:30 to 8:30 pm):
  - Set up materials. Meet, train, and supervise student volunteers. Oversee Jenga by the stage & encourage folks to play. Handle any issues that arise. Have student volunteers collect the materials at end of event and bring to your car.
- After event:
  - Return materials to OCF (can be on way home from park that night or another day).

**Waste Management** **NEED 1 PERSON**

- 3 - 4 months before event:
  - Arrange delivery of portapotties, hand washing stations, and dumpster (contacts provided). Arrange with county to receive (and return) recycling containers (the County will deliver and pick up from your house). Arrange transfer of recycling on Sunday to transfer station (if don't get recycling dumpster). Arrange a cleaner (paid) to empty trash/recycling as needed and clean/restock portapotties each hour.
- Day of event (2:00 to 10:00 pm):
  - Bring and set out trash and recycling containers at event by 2:30, meet contracted cleaner who will be working 4 - 10 pm to show where the trash/recycling containers are located and how to refill hand washing station, make sure contracted cleaner is doing job (taking out trash/recycling, cleaning portapotties), make payment to contracted cleaner.

**Raffle** **NEED SECOND PERSON.** Thank you Jodi for helping!

- Before event:
  - Put together the donated items into groups. Write up description of each to put on website/press release. Label raffle ticket containers for each group. Prior years had categories called Pamper Yourself (hair cut, spa, nails, Merle Norman), Sandy Spring Adventure Park, Night Out on the Town (Grill Marx, Olney Theatre tickets), Golf packages (18 holes, driving range, restaurant), Spring Clean Up (carpet cleaning, Mosquito Joe, maid, handyman, HVAC inspection), Eating Out Tonight (restaurants).
- Day of event (2:30 to 10:00 pm):
  - Set up display of raffles at the Information Booth at 2:30. Sell - actively from the tent and/or walk around event selling tickets. At 8:15 pm, draw winners. Text winners and let them know

they can pick up prizes after fireworks. If already left, get address and deliver the items the next day. Will need 4 adult volunteers to work shifts to help sell tickets in addition to the organizers.

### **Demonstrations** Filled - Thank you Jane!

- 2 months before event:
  - Meet a representative from Olney Civic Fund at Olney Manor Park to see the area where demonstrations will be (see space, access to electricity). Receive emails (forwarded from OCF) from groups interested in doing demonstrations (e.g. dance, karate, singing). Correspond with groups to determine their needs, timing, number of demonstrations they would like to do in order to determine a schedule. Parking/dropping off information will be provided from OCF for you to share with the groups.
- 1-2 weeks before event:
  - Give schedule to Olney Civic Fund representative to post to website and to emcee who will announce upcoming demonstrations.
- Day of event (3:00 to 7:00 pm):
  - Be sure electricity works. Set up poster listing schedule (OCF provided) at demo location. Meet groups and support their needs. Return any supplies to OCF Information Tent.

### **Volunteer Manager** Filled - Thank you Filiz!

- Months leading up to event:
  - Receive emails from [www.MontgomeryServes.org](http://www.MontgomeryServes.org) as volunteers sign up. Confirm receipt of sign up (cc Olney Days Leader for that part).
- One month and one week before event:
  - Reconfirm volunteers. Send information about being dropped off/parking (provided by OCF). For students, confirm waiver has been filled out.
- Day of event (10:00 am - 10:00 pm):
  - Run check in tent, give t-shirts, for those wanting SSL hours sign their form once shift is done. Will need 8 additional adult volunteers to work 4 hour shifts between 10 am - 10 pm.

### **Exhibitor Layout and Liason** **NEED SECOND PERSON** Thank you Barbara for helping!

- Before event:
  - Get list of sponsors that will be exhibiting from Fundraising Committee. Design layout. Mail and email instructions and layout to exhibitors (letters provided). Email a reminder two days before (updated with any weather issues)
- Night before event (will take one hour):
  - Chalk out exhibitor spaces and number them
- Day of event (12:30 to 3:30 pm):
  - Meet exhibitors as they arrive, direct to spaces as needed. Be sure cars don't block traffic flow and tents are weighted.

### **Emcee** **NEED 1 PERSON**

- Before event:
  - Print out all announcements (provided) and decide timing (when each announcement will be made). Announcements will include a welcome, thanking Platinum sponsors, pointing out activities like demonstrations and introducing the next music act. We hope to have wireless speakers throughout the event so everyone will hear the announcements

- Day of event (2:30 to 9:00 pm):
  - Use microphone on stage and make announcements as scheduled

**Stage Manager** Filled - Thank you Dave!

- Months before:
  - Arrange musical acts on main stage and side stage. Arrange generator and sound. Recruit volunteers to help on the day of event
- Day of event (11:00 am - 11:00 pm):
  - Set up stage, sound, run the show

## Olney Days Leadership Roles

**Community Clean-Up** NEEDS 1 PERSON

- Two months before:
  - Connect with the County to pick up supplies (bags, gloves)
  - Work with Volunteer Coordinator to put opportunity on [www.MontgomeryServes.org](http://www.MontgomeryServes.org)
- Week before event:
  - Note a list of areas in Olney that need clean up
  - Confirm via email with volunteers (information provided by OCF)
- Day of event:
  - Arrive 7:30 at Olney Manor Park with Supplies (gloves & bags from county, SSL forms & t-shirts provided by OCF)
  - Organize volunteers into groups – each with an adult supervisor
  - Send groups to areas that need clean up along with instructions (provided)
  - Arrange trash bag pick-up with the county or have all bags placed in dumpster located by ballfield 1 in Olney Manor Park.
  - Take pictures to share, count number of bags picked up

**Paper Shred** Filled - Thank you Tom!

- Four months before event:
  - Confirm Shred trucks with Sandy Spring Bank and Electronics recycling with Solid State Recycling
- Week before event:
  - Post signs in front of Sandy Spring Bank
  - Confirm volunteers
- Day of event:
  - Set up table, cones at 11 am
  - Oversee volunteers
  - Recycle cardboard, clean up, return cones

**Marketing Needs** NEED 1 PERSON per item

- Update program from last year. Create Party in the Park program.
- Putting up banners - four corners of town, at 97/108, at Olney Manor Park
- Press releases
- Request local school PTAs to advertise Olney Days events

**Media NEED 5 - 6 PEOPLE**

- Day of event:
  - Take pictures and video, perhaps interview people (OCF can give sample questions). Each event has different times - need multiple people to cover all events. Event schedule on [www.OlneyCivicFund.org](http://www.OlneyCivicFund.org).

**Sponsor Support NEED 4-5 PEOPLE**

- Four to five months before event, contact 5-7 sponsors and follow up with each on sponsor benefits
- Deliver decals with programs to sponsors (as available)
- After event, send a thank you note to sponsors and raffle item donors

**Volunteer Appreciation NEED 1 PERSON**

- Arrange venue for two events (e.g. The Olney Winery or The Brookeville Beer Farm). Kick off event before and Thank you event after.
- Arrange food, drink (Olney Civic Fund board members will help as needed)
- Invite adult volunteers, collect RSVPs, finalize numbers with venue

**Parade Signage NEED 1 PERSON**

- Two months before parade:
  - Understand traffic flow so signage makes sense, confirm have all the signs/posts needed
- 7 days before parade:
  - Put up Road Closure signs
- Morning of parade:
  - Put up directional signs for participants
- After parade:
  - Pick up all the signs and return to Olney Days Coordinator for storage. Make note of any damaged signs or changes for next year.