Olney Days 2023 Party in the Park Adult Leadership Roles
Details & Time Commitment

It takes over 100 adult volunteers to make the Olney Days weekend run smoothly. Can you spare 2-3 hours? It's fun, you meet like-minded folks in the community, and you have the satisfaction of knowing you helped make the weekend a success. Plus you get a free lunch and a really cool t-shirt to wear!

All adult volunteers will be invited to an Olney Days Kick Off Party to be held April 22 (rain date April 23) and an Olney Days Wrap up Party on May 6 (rain date May 7).

Party in the Park Leadership Roles (April 29, 2023 in Olney Manor Park)

**Slingshot**  NEED 8 people to work the Slingshot (4 people for 2:00 - 5:30 and 4 more for 5:00 - 8:30). It is primarily run by the student volunteers but needs adults to supervise each part. It will be our second year with the Slingshot and it runs very smoothly.
- Before the event: Meet with Fun on the Field Coordinator to understand how the slingshot works and how people will participate.
- Day of event - two shifts: 2:00 - 5:30 and 5:00 - 8:30
  - First shift will set up slingshot and target
  - Second shift will collect all materials and place right outside the ballfield fence entrance
- Both shifts will oversee the student volunteers

**Fun on the Field**  NEED 6 people (3 people to work 2:30 - 5:30 and 3 more to work 5:15 to 8:15)
- Before the event (first shift person): Meet with Fun on the Field Coordinator 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 8:15 pm):
  - Set up materials. Oversee Jenga by the stage & encourage folks to play. Have student volunteers collect the materials at end of event for easy pick up outside ballfield fence entrance
  - Meet, train, and supervise student volunteers. Handle any issues that arise.

**Exhibitor and Food Truck Director**  NEED 6 people
- Night before event (will take two hours): Chalk out exhibitor spaces and number them
- Day of event (1:00 to 3:00 pm): Meet exhibitors as they arrive, direct to spaces as needed. Be sure cars don't block traffic flow and tents are weighted.

**Minute to Win It Game Set Up**  NEED 3 people
- Before event: Learn the Minute To Win It games to understand how to set them up and the map for the layout
- Day of event (12:30 - 3:00): Set up Minute to Win It games and signage

**Minute to Win It Game Manager**  NEED 6 people (3 people for 2:30 - 5:30 and another 3 for 5:15 to 8:15)
- Before event: Watch video of how the games are played
- Day of event: Oversee the student volunteers who are running the games. Make adjustments or resupply items as needed. At end of the event, oversee students packing up the game materials.

**Game Ticket Sales**  NEED 10 people  (5 people for 2:30 to 5:30 and another 5 for 5:15 to 8:15)
- Before event: Meet with OCF representative to understand how to process credit card payments
Day of event
- Sell tickets for the Minute to Win It Games or for the Extreme Jumper and Rock Wall
- Oversee student volunteers who will be helping give out tickets/wrist bands

**Minute to Win It Game Prize Disbursement**  NEED 4 people (2 people for 2:30 to 5:30 and another 2 for 5:15 to 8:15)
- Before event: First shift folks pick up the prizes to bring to the event
- Day of event
  - Collect tickets in exchange for prizes
  - Oversee student volunteers who will be helping

**Light Up Toy Sales**  NEED 2 people
- Before event: Pick up light up toys, cash box, credit card processing materials, signage provided by OCF
- Day of event (2:30 to 3:00 and then 5:00 to 9:00 pm):
  - Bring toys and signs to the Info Tent so everything is there for 5:00 start of sales.
  - At 5:00 set up signage and display the toys. Oversee student volunteers who will be doing the transactions. We expect to sell out and at that point you will be done.

**Main Stage Manager**  Filled - Thank you Dave!
- Months before: Arrange musical acts on main stage and side stage. Arrange generator and sound. Supervise volunteers to help on the day of event
- Day of event (11:00 am - 11:00 pm): Set up stage, sound, run the show

**Side Stage Manager**  NEED 1-2 people
Must understand a simple PA system arrangement for small acts that will perform on a 10x20 stage.
- Before event: Receive list of performers from Demonstration Leader. Speak with Stage Manager about the equipment and power that will be on site.
- Day of event (2:30 to 8:30 pm): Meet individuals/groups who will be performing. Be sure the sound is set up properly and supervise to handle any issues that arise. Most are individual or small group acts. If two people then can split the time or work together the entire time.

**Emcee**  Filled - Thank you Sylvia!  NEED 1-2 people for second stage
- 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 anf introducing the next music act.
- Day of event (2:30 to 9:00 pm): Use microphone on stage and make announcements as scheduled

**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):
  o 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:
  o Receive emails from 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:
  o 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):
  o 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.

Waste Management  Filled - Thank you Matt!
• 3 - 4 months before event:
  o 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):
  o 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.

Olney Days Leadership Roles

Community Clean-Up  NEED 3-5 PEOPLE to supervise volunteer groups
• Two months before: Connect with the County to pick up supplies (bags, gloves)
• Week before event:
  o Note a list of areas in Olney that need clean up
  o Confirm via email with volunteers (information provided by OCF)
• Day of event:
  o Arrive 7:30 at Olney Manor Park with Supplies (gloves & bags from county, SSL forms & t-shirts
    provided by OCF)
  o Organize volunteers into groups – each with an adult supervisor
  o Send groups to areas that need clean up along with instructions (provided)
  o Arrange trash bag pick-up with our Waste Management Leader
  o 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:
  o 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

**Advertising/Delivery Needs**  **NEED 1-2 PEOPLE**
- Sort the Olney Days programs (provided) into groups of 30
- Deliver Olney Days programs to 8 different local elementary schools plus library on March 17 (during school hours)
- Putting up banners - four corners of town, at 97/108, at Olney Manor Park
- Request (via email) local school PTAs to advertise Olney Days events. Content provided.

**Media**  **NEED 8-10 PEOPLE**
- Day of events - 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
- After events - upload to a Google Drive to share with OCF

**Sponsor Support**  **NEED 2 PEOPLE**
- Write thank you notes to sponsors. There will be three different notes sent to each of the ~50 sponsors so a total of 150 notes. Note cards, message and postage will be provided.
- The notes will be written February - April and will be sporadic (based on receipt of a sponsorship). You will be sent an email with name and address when there is a note to write.
- Send a second note to sponsors week of April 17 inviting them to Olney Days events.
- After the weekend, send a final thank you note to all of the sponsors.

**Parade Signage**  **NEED 2 PEOPLE**
- 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.