

# Olney Days 2024

## Be Part of Something BIG

Olney Civic Fund strives to make Olney a vibrant place to live. Olney Days brings people together and provides an identity for Olney. It takes over 100 adult volunteers to make the Olney Days weekend run smoothly. Be part of the fun. You will meet like-minded folks in the community and have the satisfaction of knowing you helped make the weekend a success. Plus, you get a really cool t-shirt to wear! Let us know you are ready with an email to [OlneyDays@OlneyCivicFund.org](mailto:OlneyDays@OlneyCivicFund.org) or call 301-332-4554.

It is not all work and no fun. Adult volunteers will be invited to an Olney Days Kick Off Party to be held April 20 (rain date April 21) and an Olney Days Wrap up Party on May 4 (rain date May 5) where old friends re-connect and new friendships are made.

### Olney Days Paper Shred Event Co-Organizer

The Olney Days Paper Shred will be held on Saturday, April 27 from 12:00 to 3:00 in the parking lot behind Sandy Spring Bank. Current organizer has announced this is his last year so you would be working with a veteran each step of the way before leading it yourself in 2025.

- Three months before event: Confirm Shred trucks and any other recycling collections
- Week before event:
  - Post signs in front of Sandy Spring Bank (provided)
  - Confirm volunteers
- Day of event:
  - Set up table, cones at 11 am
  - Oversee volunteers
  - Recycle cardboard, clean up, return cones

### Olney Days Parade Co-Organizers

The Olney Days Parade will be held on Sunday, April 28 from 2:00 - 4:00. This position requires a person who is very detailed oriented. Current organizer has announced this is her last year so you would be working with a veteran each step of the way before leading it yourself in 2025. The responsibilities can be split between getting permits/signs and leading it on the day (setting up staging area, reviewing stand, group check in, etc.).

- Four months before event: Work with the Olney Days Coordinators to procure the permit from SHA
- Two months before event: Gather parade applications, communicate with groups
- One week before event: Arrange the order of parade participants and coordinate the volunteers
- Day of event: Oversee participant's check in and direct volunteers

#### Parade Signage

- 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.

# Olney Days Party in the Park Leadership Roles

April 27, 2024 in Olney Manor Park

**Slingshot** It is primarily run by the student volunteers but needs adults to supervise. It will be our second year with the Slingshot and it runs very smoothly.

- Before the event: Meet with Olney Days 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

## **Exhibitor and Food Truck Director**

- Night before event: Chalk out exhibitor spaces and number them according to map. This makes placing table and chairs (done by another group) easier.
- 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. You will have other adult volunteers helping under your direction.

## **Light Up Toy Sales**

- Before event: Pick up light up toys, cash box, credit card processing materials, signage provided by OCF
- Day of event (2:30 to 9:00 pm):
  - Set up display of toys and signs at the Info Tent
  - Oversee volunteers who will be doing the transactions.

## **Stage Manager**

- Months before: Arrange musical acts on main stage and side stage. Arrange generator and sound system. Supervise volunteers to help on the day of event
- Day of event (11:00 am - 10:00 pm): Set up stage, sound, run the show

## **Emcee**

- Before event: Print out all announcements (provided) and decide timing (when each announcement will be made). Announcements will include a welcome, thanking Stage and Platinum sponsors, pointing out activities and introducing the next music act.
- Day of event (2:30 to 9:00 pm): Use microphone on stage and make announcements as scheduled

## **Volunteer Manager**

- End of March:
  - Set up volunteer opportunities on [www.MontgomeryServes.org](http://www.MontgomeryServes.org)
- One week before event:
  - Confirm volunteers. Send information about being dropped off/parking (provided by OCF). Confirm waiver has been filled out.
- Day of event (2:00 pm - 8:30 pm):
  - Run check in tent, give t-shirts, for those wanting SSL hours sign their form once shift is done.

# **Olney Days Party in the Park Volunteer Shifts**

## **April 27, 2024 in Olney Manor Park**

There are several areas that need adults for just 3-4 hours (approximately 2:00-5:30 or 5:00-8:30)

### **These shifts include**

- Stage assistance with set up, break down, and making sure next act is ready to go
- Slingshot assistance with taking tickets, directing players
- Fireworks Fall Out Zone control - we need to be sure folks do not enter the area
- Beer & Wine assistance with selling tickets or checking IDs
- Traffic assistance to act as a crossing guard at various areas in the park to be sure people are safe in crossing the park roads
- Donation assistance to collect donations and give light up toys as a gift

## **Olney Days Advertising**

### **Advertising/Delivery**

- 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**

- 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](http://www.OlneyCivicFund.org)
- After events - upload to a Google Drive to share with OCF

## **Olney Days Sponsor Support - Writers Needed**

- 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 through 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 each of the sponsors.

## **Are you ready?**

Let us know you are ready to be part of something BIG. Send an email to [OlneyDays@OlneyCivicFund.org](mailto:OlneyDays@OlneyCivicFund.org) or call 301-332-4554.  
T-shirts, Kick Off /Wrap Up Parties, and Training is always included.