

Leadership Roles

Details & Time Commitment

Roles can be fulfilled by multiple people working shifts on day of event. All leaders will meet with a Party in the Park Organizer to walk through their responsibilities, activities, and answer questions. Materials needed will be provided. Party in the Park is on Saturday, April 25, 2020 and the Parade is on Sunday, April 26, 2020. To volunteer for any role, email OlneyCivicFund@gmail.com or text/call Barbara at 301-332-4554.

Party in the Park Leadership Roles

Fun on the Fields **NEED 1 - 2 PEOPLE**

- 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 (April 25, 2020 from 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 - 2 PEOPLE**

- 3 months before event:
 - Arrange delivery of portapotties & 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)
- Day of event (April 25, 2020 from 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 (if using this year), make sure contracted cleaner is doing job (taking out trash/recycling, cleaning portapotties), make payment to contracted cleaner. Take recycling containers home for County to pick up.

Raffle Leader position filled - thank you Jodi! **Need 4 adults to each work 4 hour shifts.**

- 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 (April 25, 2020 from 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. Need 4 adult volunteers to work shifts to help sell tickets.

Demonstrations NEED 1 PERSON

- 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 (April 25, 2020 from 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.
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Volunteer Manager Leader position filled - thank you Filiz! Need 8 adults to work a 4 hour shift

- Months leading up to event:
 - 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:
 - Reconfirm volunteers. Send information about being dropped off/parking (provided by OCF). For students, confirm waiver has been filled out.
- Day of event (April 25, 2020 from 10:00 am - 10:00 pm):
 - Run check in tent, give t-shirts (three different groups/three different t-shirts), for those wanting SSL hours sign their form once shift is done. Need 8 adult volunteers to work 4 hour shifts between 10 am - 10 pm.

Volunteer Appreciation NEED 1 - 2 PEOPLE

- Arrange venue for two events (e.g. The Olney Winery or The Brookeville Beer Farm). Kick off event to be on 3/30 or 3/31/2020 and Thank you event on 5/1 or 5/2/2020 (depends on venue availability)
- Arrange food, drink (Olney Civic Fund board members will help as needed)
- Invite adult volunteers, collect RSVPs, finalize numbers with venue

Exhibitor Layout and Liason Filled - Thank you Barbara! NEED Assistant

- Before event:
 - Get list of sponsors that will be exhibiting from Fundraising Committee. Design layout. Mail and email instructions and layout to exhibitors. Email a reminder two days before (updated with any weather issues)
- Night before event (April 24, 2020 - will take one hour):
 - Chalk out exhibitor spaces and number them
- Day of event (April 25, 2020 from 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 Filled - Thank you Max!

- 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 food eating contests and demonstrations, introducing the next music act. We hope to have wireless speakers throughout the event so everyone will hear the announcements
- Day of event (April 25, 2020 from 2:30 to 9:00 pm):
 - Use microphone on stage and make announcements as scheduled

Food Eating Contests Filled - Thank you Helene! Needs Assistant

- Two months before:
 - Connect with suppliers (OCF has contacts) to confirm donations (pasta, ice cream, watermelons)
- Two days before event:
 - Confirm with suppliers about pick up time
- Day of event (April 25, 2020 from 3:00 - 7:00 pm)
 - Pick up food. Work with volunteers to run contests

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 (April 25, 2020 from 11:00 am - 11:00 pm):
 - Set up stage, sound, run the show

Media NEED 5 - 6 PEOPLE

- Day of event:
 - Take pictures and video, perhaps interview people (OCF can give sample questions). Post items to social media accounts throughout the event. Each event has different times - need multiple people to cover all events. Event schedule on www.OlneyCivicFund.org.

Olney Days Leadership Roles

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

Fundraiser Filled - Thank you Barbara! **Needs Assistant**

- Working from database list, reach out to businesses about sponsor benefits
- Follow up with business about sponsorship and/or raffle items
- For those that agree to sponsor, thank them, follow up to be sure all sponsor benefits are fulfilled
- Deliver decals with programs to sponsors
- Deliver programs to local businesses
- After event, send thank you to all sponsors and raffle item donors

Parade Leadership Roles

Signage Fullfilled **Needs Assistant**

- 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 (April 26, 2020):
 - Put up directional signs for participants
- After parade:
 - Pick up all the signs and return to lead parade coordinator or to the storage shed. Make note of any damaged signs or changes for next year.