



## **Paws in the Park Volunteer Committee Areas Where We Need Help!**

### **EVENT GROWTH**

#### **Participant Liaison**

- Communicate with registered event participants to encourage them in their fundraising efforts
  - Could include communication via phone, email, or mail
- Act as a mentor to participants by giving them fundraising ideas, tips, encouraging them to set fundraising goals, congratulating them on their successes, etc.
- Contact newly registered participants to welcome them to the event
- Follow up with registered participants who have not raised any money online

#### **Online Liaison**

- Learn how to use the online fundraising system from the front and back ends
- Help promote the use of the online fundraising tool
- Help to assist participants with problems and technical questions
- Run back end reports and provide them to the Participant Liaison
- Assist in collecting email addresses and sending out e-newsletters and announcements

#### **Vendor Booths**

- Help to recruit vendors
- Primary communicator with vendors in regards to:
  - Following up on solicitations
  - Confirming attendance
  - Ensuring payments have been made
  - Communicating expectations/instructions for the day of the event
- Communicate progress back to EHS staff and EI
- Maintain accurate list of vendors and their contact information
- Create site map/layout of booth space
- Assign vendors to booth spaces

#### **Kickoff Party**

- Identify party location and confirms date
- Work with EI to plan out party agenda and content
- Assist in recruiting attendees
  - Sending out invitations, e-invitations, making follow up phone calls
  - Maintains RSVP list
- Confirm speakers and event content
- Attempt to get food and beverages donated or discounted
- Plan for and coordinates supplies/decorations/equipment needs

## **EVENT PRODUCTION**

### **Volunteer Recruitment and Coordination**

- Determine volunteer needs for event production, in collaboration with committee
- Develop volunteer areas/job descriptions
- Identify potential volunteers from local schools, churches, civic groups, etc.
- Work with Marketing Coordinator to announce recruitment efforts
- Develop volunteer schedule and assignment list
- Communicate with volunteers about expectations, logistics, etc
- Work with EHS webmaster to list volunteer opportunities and allow for online registration

### **Logistics**

- Work with EI and committee to determine logistical needs
- Contact rental companies to get quotes/items donated
- Work with volunteer coordinator to determine volunteer needs
  - Set up, tear down, trash pick up, etc.
- Create site map/layout course route
- Determine needs for signage
- Act as the liaison to rental company day of event
- Direct rental company and event volunteers on set up instructions

### **Games/Activities/Entertainment**

- Plan, coordinate, and oversee games and activities
  - Includes games and activities for dogs and people
- Recruit DJ/Emcee/Entertainment for the event
- Plan out stage schedule and acts as stage manager during event
- Determine A/V & stage equipment needs and solicits donations for those items

### **Food/Refreshments**

- Solicit in-kind food donations for the event, for both people and dogs
- Coordinate the breakfast (if applicable)
  - Determine food and supply needs
  - Solicit for donations of food, supplies, and equipment
  - Coordinate/oversee event volunteers

### **Prizes**

- Solicit in-kind donation items for raffles/giveaways
- Solicit prize for top fundraiser
- Work with EI and EHS to develop and promote incentive prize program
- Oversee incentive prizes and distribution of the prizes at the event
- Assist with any necessary follow up after event

### ***Additional Lead Volunteer Duties for Day of Event:***

Registration Lead