

“EVENT READY” CHECKLIST

Ask yourself these questions, prior to embarking on an event...

- Do you need the money?
- Do you have a convincing case for support, appealing both to the heart and the head?
- Do you have the staff expertise?
- Do you have active and highly motivated volunteers to help execute the event?
- Do you have good access to funding sources (sponsors, ticket/foursome buyers etc.)?
- What is the competition up to?
Is there room for another gala, golf tournament, Run, Walk, etc.
- What would be your USP's (Unique Selling points)?
- It costs money to raise money. Are you willing to make the necessary expenditures?
- What are your organization's fundraising priorities? - Do events fit into the mix?
- How successful have you been with executing your existing events?
Have they been cost effective/have they been worth the staff investment of time?
- Do you have a positive image in the community?
- Is your organization well known in the community?
- How well does your organization work from a business perspective?
- Do you have an idea as to who the chairperson should be?
Do you think that person will agree to lead?
Do they have the right contacts to help you?
- Can you identify 5-10 prospective sponsors, including a lead?

Committee Duties Example: Art Auction

Position:	Duties/responsibilities :	Authority:	Tasks:	Resources :
Honorary Chair ?				
Chair:	Oversee committee/event enactment; encourage cttee members in tasks; ensure compliance to tasks, time lines by cttee members; facilitate communication between cttee. members; represent event to outside interests;		Determine/set meeting schedule; call additional meetings as necessary; facilitate links to resources; assist with sponsorship acquisition	
Lead event staff	Represent interests of the org.; financial management of event; liaise with org. staff to provide support/resources to event;	Financial/Budget - authorize expenditures for payment; determine and requisition receipts as per CCRA regulations; monitor use of org. logo(s); sign-off on all materials; liaise with Sponsors/Donors as necessary	Develop budget for event; request payments as needed; acquire necessary documents (licenses, contracts, letters of agreement, etc.); develop 'ask' packages for sponsors/donors;	
Art Selection Coordinator	Heads Sub-Committee for Acquisition of participant artists, galleries, donors; Acquisition/production of Ltd Ed. Print;			
Donations Coordinator	Heads Sub-Committee for Acquisition of In-Kind Gifts pertaining to event amenities/additional.		Liaise with Guest Coordinator, Program Coordinator and Revenue Coordinator to determine materials/equipment needs; develop and coordinate	

Committee Duties Example: Art Auction

			a sub-committee to satisfy needs in all areas; liaise with Sub-Chair and Marketing Coordinator to determine and ensure appropriate recognition/receipting for In-Kind donors;	
Revenue Coordinator	Heads Sub-Committee of: Ticket Sales Team; Sales Support Team (consultations, absentee bidding, etc.)		Liaise with Marketing Coordinator and develop a plan for promotion; develop and coordinate a Sponsor Host Team and Host Team; ensure promotion and mailing of registration packages; liaise with Guest Coordinator, Logistics Coordinator and In-Kind Coordinator to develop and coordinate Sales materials/program;	
Logistics Coordinator	Heads subcommittee of Storage,/Transportation; Installation; Art Handlers; Packing; Post Auction Delivery of Art.			
Marketing Coordinator	Heads Sub-committee responsible for: PR team; Print Team; Advertising Team;		Liaise with Donations Coordinator to develop/acquire resources necessary for print production; develop and implement promotional plan; develop and coordinate marketing/advertising plan;	
Volunteer Coordinator	Heads Sub-Committee		Liaise with Program and	

Committee Duties Example: Art Auction

	responsible for: Preview Volunteers; Event Volunteers; Reception Volunteers; coverage/orientation for volunteers		Marketing Coordinators to determine and develop necessary staffing needs; plan and coordinate supplementary staffing needs through use of volunteers; liaise with Logistics Coordinator to ensure staffing requirements are fulfilled;	
Guest Coordinator	Heads Sub-Committee responsible for: Venues & Décor; Staging; Catering; Reception Coordination;		Liaise with In-Kind coordinator to develop/acquire necessary materials for guest amenities; liaise with Program Coordinator to develop guest activities/offerings; liaise with Staff Coordinator to ensure appropriate staffing to deliver all guest requirements;	

Special Event Budget Planning Checklist

1. Facilities

- rental of meeting or reception room(s)
- overnight accommodation:
____ number of rooms ____ rate
- rental of:*
 - chairs
 - tables
 - props (specify)
 - lectern
 - tent
 - canopy
 - lighting
 - extra help
 - coat checkroom
 - special electrical or telephone hookups
 - setup charges
 - cleanup charges

2. Food Services

- number of people to be served
cost per person for
- coffee hour
- luncheon
- dinner
- afternoon break
- cocktail hour
- liquor
- wine
- other beverages
- table linen
- rented table service
- gratuities
- test meal

3. Equipment Rental

- tables
- canopy or tent
- chairs
- flooring or carpeting
- risers

- ropes or stanchions
- props
- registration desks and stools
- outdoor toilets
- booths
- lighting
- backdrop
- trash containers
- fencing

4. Decorations

- flowers
- tables decorations
- extra plants
- props
- corsages, boutonnieres
- candles
- direction signs
- other decorations (such as ribbon, balloons)

5. Design and Printing

- fee for design concept and package
- advance announcements
- invitations
- programs
- promotional flyers
- posters
- tickets
- maps
- place cards
- signs registration packets
- name tags and holders
- any other print materials

6. Postage and Shipping

- postage for invitation and reply cards
- bulk mailing of promotional materials
- mailing-house charges
- shipping

7. Recognition Items

- awards, plaque, trophies
- engraving
- calligraphy
- framing
- shipping and handling

8. Miscellaneous

- VIP travel and expenses
- honoraria
- gifts
- mementos
- extra help
- security
- insurance
- first-aid station
- taping and transcribing proceedings
- visitor's-center materials and staff
- electrical connections
- water hookups

9. Transportation

- buses
- vans
- parking
- valets

10. Entertainment

- fees
- additional equipment
- promoter fees

11. Publicity

- advertising
- photographer
- printed photos
- slides
- duplication
- mailing
- entertaining/hospitality for the press
- press-room equipment
- banners

12. Audio-Visual Equipment

- slide and film projectors
- screens
- extension cords
- projectors carts
- microphones
- mixers
- speakers system
- tape recorders
- television monitors
- VCRs
- overhead projectors
- pointers
- flip charts
- blackboards
- technician and operation services

13. Office Expenses

- staff time
- overtime and compensatory
- additional staff (temporaries, students)
- data processing
- phones
- duplicating
- postage for general correspondence
- supplies (pens, pads, decals, folders)
- committee materials
- hospitality for committee members
- complimentary tickets
- staff accommodations
- staff travel and expenses

** Checklist assembled with information courtesy of AFP Review Course*



BARRIE DRAGON BOAT FESTIVAL Volunteer Job Description 2009

VOLUNTEER POSITION: Team Registration

SUPERVISOR: Festival Volunteer Coordinator

TIME REQUIRED: Race Day - 6:30 a.m. – 10:00 a.m.

TASKS

1. Register teams
2. Issue registration packages
3. Direct participants to event areas
4. Report concerns, needs or incidents to supervisor

SKILLS\REQUIREMENTS

1. Highly organized
2. Able to multi-task
3. Clear, legible handwriting/printing
4. Work well under pressure

Volunteer Notes:

You must attend one of these two volunteer orientation sessions
Thursday, July 30 at 7:00 p.m.
Tuesday, August 4 at 7:00 p.m.
in the Angus Ross Room at Barrie Public Library

A *Volunteer Waiver* must be completed and signed prior to the festival event
Volunteers must be 14 years of age and up, or 16 years of age and up if handling cash
Volunteers in positions handling cash must be cleared through the Barrie Public Library
Volunteers must work in compliance with the Health and Safety Act
Volunteers must sign-in at the Volunteer Administration Tent a minimum of 15 minutes before the shift begins



Barrie Public Library – 60 Worsley St. – Barrie, Ontario – L4M 1L6
Phone 705-728-1010 – Fax 705-728-4322



VOLUNTEER WAIVER BARRIE DRAGON BOAT FESTIVAL 2009

NOTE: All volunteers must complete and sign the following waiver in order to volunteer at the Barrie Dragon Boat Festival 2009

In consideration of receiving permission to volunteer/participate in the Barrie Dragon Boat Festival and/or practice sessions prior to the Festival, I, for myself and my heirs, executors, administrators, successors and assigns hereby **RELEASE, WAIVE, AND FOREVER DISCHARGE** the Barrie Public Library, The Barrie Dragon Boat Festival Committee, The Corporation of the City of Barrie, Great White North Communications Inc. and all their respective directors, members, trustees, agents representatives, officers, sponsors, licensors, associations, sanctioning bodies, servants, employees, contractors, successors, coaches, instructors, volunteers and assigns **OF AND FROM ALL** claims, demands, damages, costs, expenses, actions, and causes of action, whether in law or equity, in respect of death, injury, loss or damage to my person or property **HOWSOEVER CAUSED**, arising or to arise by reason of my participation in the said event and/or practice sessions, whether as a volunteer, spectator, participant, competitor or otherwise, whether prior to, during or subsequent to the event or any practice session, **AND NOTWITHSTANDING** that same may have been contributed to, or occasioned by, the negligence of any of the aforesaid. I **INDEMNIFY** all of the aforesaid from and against any and all liability incurred by any or all of them arising as a result of, or in any way connected with, my participation in said event and/or practice sessions.

I and my next of kin are duly aware of the risks and hazards inherent in both the sport of dragon boat racing and entering the premises used for the purpose of launching, docking and storing equipment used in the sport of dragon boat racing, and specifically in participating in the Barrie Dragon Boat Festival and/or practice sessions offered prior to the Festival, and I acknowledge that conditions may be hazardous and dangerous and that obstructions may exist, and that high winds may cause rough water, and that I hereby give notice that I am a competent swimmer and that I voluntarily assume all risks of loss, damage, or injury, including death, that may be sustained by me or to any property in connection with my participation in the event and/or practice sessions.

By **SUBMITTING** this form, I **ACKNOWLEDGE HAVING READ, UNDERSTOOD AND AGREED** on the above **WAIVER, RELEASE AND INDEMNITY**, and I **WARRANT** that I am physically fit to volunteer/participate in the event and/or practice sessions. Further, I hereby grant full permission to any and all of the aforesaid to use any photograph, videotape, motion picture, recording or any record of the event for any legitimate purpose.

PLEASE PRINT CLEARLY

NAME: _____

ADDRESS: _____

Mailing address (If different from above): _____

E-MAIL ADDRESS: _____ TEL #: _____

SIGNATURE: _____ DATE: _____

Signature of parent/guardian if under 18: _____

WITNESS: _____ DATE: _____

YES! Please contact me again for the 2010 Barrie Dragon Boat Festival



BARRIE DRAGON BOAT FESTIVAL 2006

Volunteer Evaluation Form

Thanks so much for volunteering for Barrie Public Library's annual Barrie Dragon Boat Festival. Your volunteer contribution is greatly appreciated – we couldn't do an event of this size without your help.

To assist us in planning for an even better Festival next year, we hope you'll take a few moments to fill out this evaluation form with your comments. Your feedback is very important to us.

1. Generally speaking, did you enjoy your volunteer experience with the Barrie Dragon Boat Festival?

- Yes
 No

Comments:

2. Do you feel your contribution to the event was appreciated?

- Yes
 No

Comments:

3. Do you feel that your role made good use of your time and skills?

- Yes
 No

Comments:

4. Did the task you were given meet your expectations?

- Yes
 No

Comments:

5. Did you find the Volunteer Orientation night helpful?

- Yes
 No

Comments:

6. Do you have any specific suggestion on how we could make the volunteer experience better for next year?

- Yes
 No

Comments:

7. Would you be interested in participating again next year?

- Yes
 No

Note: If you are interested in participating again next year then we need to be able to contact you. Please provide contact information

- Yes, please contact me with further dragon boat information

Name:

email address:

Tel #:

COMPLETE mailing address:

Thanks for taking the time to complete this form. Please hand it in at the Volunteer Tent today, or you can return it to the library on your next visit.