**SWEET PEA COMMITTEE: DIGITAL MEDIA TIMELINE & JOB DESCRIPTION**

**Location:** Home/office, Festival events and related activities

**Assistance:** 1-2

**Supplies:** Photo albums, digital cameras, scrapbooks, projector & screen (provided by Sweet Pea)

**Contacts:** Those groups/individuals having Sweet Pea historical data or memorabilia

**Note:** All photos and videos become the property of the Sweet Pea Festival

**On-Going:**

* Track the hours you’ve volunteered monthly; keep your own record to submit to the office at yearend or email your hours when requested by the office
* Oversee the collection of publicity items, memorabilia from each Committee, and from the news media (newspaper articles) for preservation in the Sweet Pea Festival office files and for the special collection on Sweet Pea in the archives at the MSU Renne Library, if applicable
* Oversee and pursue historical aspects of first Sweet Pea Carnival and develop ways information can be used (coordinate with Public Relations, Marketing)
* Oversee collection of Sweet Pea materials no longer used in Sweet Pea office (coordinate with Executive Director)
* Arrange photography of current year in progress for Sweet Pea memorabilia and provide pictures to the office in timely manner so they can be used on social media and the website
* Be an ambassador for the Festival; recruit Festival-time volunteers and potential board member candidates
* Keep Division Coordinator apprised of your progress and include him/her on documents sent to the Exec. Director for review and approval
* Attend Sweet Pea Board meetings when possible
* Review all meeting minutes for accuracy and to keep up with what’s going on if a meeting is missed
* Provide Exec Director with newsworthy happenings in your committee to post on social media

**January:**

* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board
* Line up Committee members as needed to share in duties

**February:**

* Submit expense estimate budget to Secretary/Treasurer and Division Coordinator before expenditures begin. Watch for the deadline on this to be given by Secretary/Treasurer each year

**June-July:**

* Take group photos of current Board of Directors for website (coordinate with Executive Director) and submit to the Sweet Pea office
* Take pictures of Board members and volunteers in action at t-shirt folding party and other activities

**July-August:**

* Arrange for photographers to capture the spirit of the Festival and related activities including pre-Festival events (Art Show, Chalk on the Walk, Bite of Bozeman, etc). Don’t forget to photo the Board in action prior to Festival!

# August:

* Assist with park tear down on Sunday evening, post-Festival, if possible
* Submit all individuals and business names that assisted or contributed this year to Executive Director for thank you page on website
* Submit a collection of images to office for inclusion on the website and historical files
* Submit feedback on this year’s events – fill out and return evaluation form distributed from office staff

**August-September:**

* Submit all invoices to the office as they are received. All receipts/personal reimbursements are due by Oct. 2nd

**October:**

* Give 15-20 minute slide/photo show at annual board dinner covering current Festival; submit digital copy to the office
* Capture volunteers at their best at board dinner for historical files
* Deliver all photos taken for current year to Sweet Pea office (both digital and physical)
* Deliver all collected copies of publicity items and memorabilia to Sweet Pea office
* Put together scrapbook (photo book) to be completed by December 1st and give to office. If film is digital, get prints made for this