

SWEET PEA COMMITTEE: FAMILY ENTERTAINMENT

TIMELINE & JOB DESCRIPTION

Location:	Lindley Park, South of Arts & Crafts area on east side of Buttonwood
Assistance:	2-4
Supplies:	Performance changing tents
Contacts:	See list of entertainment provided in past years
Entertainment:	Story Telling, Puppetry, Juggling, Magic, Gymnastics, Music, Dance, Clowns, Theatre, Drumming
Misc:	There is electricity available in the Children's Activities area: 1) permanent restrooms and 2) two receptacle outlets approx. 10' east off Buttonwood near ground level. Sweet Pea owns a stage for this area; 10 stage sections each 3'x8'x2'. However, a professionally erected stage has been rented since 2012.
Note:	Your role is to represent the Sweet Pea Festival and its needs, regardless of any other entity you may be affiliated with or employed by.

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.
- ◆ 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
- ◆ Keep Division Coordinator informed of all expenses for Family Entertainment
- ◆ Meet with all Division Committee Chairs to discuss scheduling of all stages

February-March:

- ◆ Plan type of performances wanted and make initial contacts with potential performers. Screen press packets that come into the Sweet Pea office
- ◆ 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

March-May:

- ◆ Report main entertainment options to Board of Directors for general consensus
- ◆ Submit contract(s) to Executive Director for review before signing and finalizing arrangements. Office should receive final copies of all contracts
- ◆ Secure local entertainment (coordinate with Dance, Music, and Theatre, as needed) and collect Invitation to Perform forms or Contracts; get copies to the Sweet Pea office

May:

- ◆ Meet with Division to review/finalize schedules by end of month
- ◆ Submit event information to the Schedule of Events Chairperson for inclusion

June:

- ◆ Publicize entertainment (coordinate with Public Relations Committee)
- ◆ Secure volunteer help if needed
- ◆ Submit technical rider to sound company or individual running PA system
- ◆ Prepare to store/cover sound equipment each day (sound co. should do this)

July:

- ◆ Arrange for, or confirm stages, sound equipment, and tents and their set-up, as needed (staging is in storage, see storage list)
- ◆ Work with In-House Graphics to design a promo poster for distribution around town
- ◆ Submit payment information to the Sweet Pea office. Checks will be available for pick-up at the Festival to pay performers
- ◆ Work with performers on how many performer passes they will need and arrange for the passes to be picked up by the performers (coordinate with Division Coordinator and Executive Director)
- ◆ If main performer has a hospitality rider included with their contract, you may submit to the Hospitality Committee
- ◆ Arrange for water for local performers (coordinate with Hospitality Committee)

August:

- ◆ Obtain or be the emcee for each show/entertainer
- ◆ Oversee activities during Festival
- ◆ Dismantle and clean up area on Sunday evening (coordinate volunteer needs with Physical Arrangements Division)
- ◆ Submit all individuals and business names that assisted or contributed this year to Executive Director for thank you page on website
- ◆ 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

Contact List:

Sound Co.	Jeremiah Slovarp—Jereco Studios	586-5262
Staging	Cole Yarbrough—Rocky Mtn Rigging	599-2399