**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