**SWEET PEA COMMITTEE: OFF-SITE SERVICES TIMELINE & JOB DESCRIPTION**

**Location:** Periphery of Lindley Park

**Assistance:** 2-3 people

**Supplies:** In Sweet Pea Storage

**Contacts:** See attached list

**Misc:** 10-11 parking spaces are available for key Sweet Pea personnel on east side of cul-de-sac area at south end of Buttonwood; approx. 25 parking spaces are available for Sweet Pea and other key personnel in Lindley Center lot

Park closed to traffic: Fri – 3 p.m. - 11 p.m.

 Sat – 9 a.m. - 11 p.m.

 Sun – 9:00 a.m. - 7 p.m. (open at 5pm for Arts & Crafts tear down and 6pm for Food Concession tear down)

**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
* 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
* 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

**April:**

* Research availability of groups/organizations to be parking monitors during Festival (see notes; coordinate with Division Coordinator and Executive Director)

**May:**

* Arrange for shuttle bus service (First Student used since 2004 – we pay by invoice after the festival, not ahead of time)
* Contact Bozeman Deaconess, (Lots E & G) re: parking lot use during Festival
* Secure groups to be parking monitors
* Arrange for use of parking/traffic control stands and gravel bags to post along Cypress Street (no parking and permit parking areas) (contact Parks Department). This is a courtesy to the neighborhood.
* Contact (in writing) Rocky Mountain Security in regards to patrolling park day and night and money handling (coordinate with Executive Director)
* Send parking and shuttle information to Schedule of Events Committee Chairperson

**June:**

* Contact Bozeman Police Department regarding patrol needs during Festival
* Meet with local and state officials regarding traffic control on Main Street and Cypress Street by Lindley Park (east side of Cypress closed to parking, west side is permit parking and short term only) as needed – suggested when there is a new chair and/or Executive Director
* Order signs, if needed; coordinate with ED for other Committees’ needs
* Arrange for use of parking signs and cones on Main Street from top of hill to bottom (contact City Sign Department)

**July:**

* Request Main Street banner update and hanging with Signs of Montana (banner is stored there)
* Arrange for the side street banners to be taken from Sweet Pea storage to the DBA office to be hung
* Follow-up with police department regarding enforcement of parking restrictions on Cypress
* Check flagging and metal flagging stakes and make repairs (may be done Thursday of set-up week)
* Finalize patrol and traffic control needs
* Review animal control policy and procedures
* Issue reserved parking permits for Lindley Park cul-de-sac and Lindley Center lot for Sweet Pea personnel at July Board Meeting (coordinate with Executive Director)
* Contact Bozeman Public Library to confirm being able to cordon off part of their parking lot for band unloading

**July-August:**

* Arrange physical set-up needed outside park, including flagging and/or striping parking lots, placement of signs, placement of saw horses, etc. on Thursday and Friday morning
* Provide a map of hospital shuttle route to First Student. Food and water for drivers to be provided by drivers or First Student – not Sweet Pea.
* Hang “Welcome to Sweet Pea” banner on railing facing Main Street west of Buttonwood.
* Set-up metal stakes and flagging around perimeter of park Thursday and Friday morning of Festival week
* Be accessible to Headquarters during Festival
* Monitor adjacent parking lots and parking monitors periodically during Festival
* Dismantle and return all items to proper location after Festival
* Make sure side street banners are returned to the Sweet Pea office
* Take note of parking barricades placed around Cypress neighborhood streets and along Main Street. Make sure they are in place by Friday noon of Festival weekend
* Submit names of those donating equipment and services to Sweet Pea Office
* 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

**NOTE:** At Festival time this Chairperson will be working as a team with other Committees within the Division; duties will overlap; extreme detail coordination with other Chairpersons is necessary

**August-September:**

* Notify Downtown Bozeman Association (DBA) and request a date for hanging of the Main Street banner for the upcoming year; sign agreement; include banners for side of Main Street as well – work out logistics including location of hanging (coordinate paperwork with Executive Director)
* Submit all invoices to office as they are received. All receipts/personal reimbursements are due by Oct. 2nd