**SWEET PEA DIVISION: ADMISSIONS DC TIMELINE & JOB DESCRIPTION**

**On-Going:**

* Oversee work of Admission Volunteers Committee, seeing that timeline is followed. Work with In-House Graphics Committee for wristband design.
* See that all publicity is submitted to the Publicity Committee in a timely manner.
* Attend Board meetings and yearly Division Coordinator orientation.
* Review all meeting minutes for accuracy and to keep up with what’s going on if a meeting is missed.
* Strongly encourage Committee Chair attendance at Board meetings.
* If unable to attend a Board meeting, secure a Committee Chair to attend as Division Coordinator representative with voting rights and notify Sweet Pea office of absence and individual taking proxy.
* Provide report on progress of Committees at Board meetings or arrange for Committee Chairs to give their own reports.
* 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.
* Initiate regular two-way communication with Committee Chairs in Division, being sure that they interact with each other, and provide encouragement and help, as needed.
* Poll Committee Chairs on voting matters; especially at Board meetings on major issues, gathering all views and voting for the majority view.
* On Board approved permanent supplies/equipment for use in this Division, secure at least two bids and make decision on purchase (coordinate with Committee Chairs and with Executive Director).
* **Follow-up to see that all volunteers offering to help in this Division are contacted.**
* Should a Committee Chair vacancy occur, the Division Coordinator would fill in and perform the necessary duties as described in the Committee job description/timeline until a replacement is found (coordinate with Executive Director and Nominating Committee).
* See that all Committees within Division turn in Committee membership list to office in a timely manner.
* All printed materials and major correspondence, coming from within the Division, are to be approved by the Executive Director before being printed and distributed.
* Updated copies of all printed materials, major correspondence, and procedures are to be turned in and kept on file at the Sweet Pea office.
* Be an ambassador for the Festival; recruit Festival-time volunteers and potential board member candidates.
* Provide Exec Director with newsworthy happenings in your committee to post on social media.

**January-February:**

* Arrange for planning session for Division Coordinator and Committee Chairs within Division (coordinate with Executive Director). Division Coordinator should be present at all Committee Chair planning sessions.
* Review prior year wristband expenses and income with Division Committee members, consider including Graphics Chair.
* Admission price approved by Board; give Secretary/Treasurer heads-up on the Division’s plan for pricing.
* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board.
* See that all Committees submit estimated expense budget to Secretary/Treasurer before expenditures begin. Watch for the deadline on this to be given by Secretary/Treasurer each year.

**February-March:**

* Obtain bids for production of wristbands.
* Recommendation on number wristbands to order; coordinate with Executive Director.

**March-April:**

* Confirm Admissions Volunteer Chair has reserved a room for volunteer training held the Thursday before Festival.
* Discuss any changes to the check-in/check-out process at Festival and improvements that might be made with the Admissions Volunteer Chair. Document any changes.
* Discuss any shift changes that need to be made with Admissions Volunteer Chair and the office. Update the scheduling documents.

**March-May:**

* Board approval of recommended colors and designs for wristbands (if coordinating with the t-shirt colors, may need to do this in May).
* Wristband orders placed with delivery to Sweet Pea office; track order until it arrives.

**May:**

* Work with FAV & Online Sales Chair to set up online wristbands sales (used Eventbrite in 2014) and ensure Chair is tracking sales up to Festival and answering customer questions that come through the ticket agent.
* Coordinate with the Admissions Volunteer Chair to set up shifts and confirmation emails in VolunteerLocal. Check with the office about disclaimer changes.

**May-June:**

* Oversee the submission of admissions cost and information to Schedule of Events Chairperson by June 1st.

# Receive wristband order and check for accuracy no later than June 15. Coordinate with office and Merchandise Pre-Sales Committee, making sure all are counted in time for Pre-Sales outlet distribution. Secure in storage until needed.

* Ensure that wristbands are delivered to Pre-Sales no later than June 15.

**June-July:**

* Review final draft of schedule as provided by Schedule of Events Committee.
* Coordinate the following with the Admission Volunteers Chairperson: medical exceptions to wearing wristbands and guidelines for wristbands that are too tight or need to be removed.
* Coordinate with Admission team and Performing Arts on performer’s passes and make sure gate volunteers understand these arrangements.
* Keep in close contact with Admission Volunteers Chair, assisting with contacting volunteers as needed and insuring volunteer scheduling needs and information has been submitted to the office.
* Coordinate with the office on necessary change (money) for volunteer shifts.
* Ensure the FAV & Online Sales Chair has coordinated with the office on partner, performer and press pass wristbands.
* Coordinate with Marketing concerning giveaway wristbands for media outlet contests.
* Coordinate with the Admissions Volunteer Chair concerning the printing of volunteer training sheets for the training session and/or at the park.
* Coordinate with the Admissions Volunteer Chair concerning the printing of the shift envelopes, deposit and extra wristband forms needed at Festival.
* Coordinate with the Admissions Volunteer Chair and FAV & Online Sales Chair concerning having FAV forms and wristbands at the training session.

**July:**

* Coordinate an “envelope stuffing party” where shift envelopes are filled out, early shifts are stuffed with wristbands, and the remaining wristbands are banded for extras needed at the gates during Festival.
* Ensure there will be three people staffing Admissions HQ all of Festival weekend.
* Ensure Admissions Volunteer Chair sends a reminder email to all volunteers about the training session.
* In conjunction with the Admissions Volunteer Chair, conduct the pre-Festival training session for volunteers (held the Thursday right before Festival weekend).
* Confirm with FAV & Online Sales Chair that emails are being responded to and that a final email reminder to “will call” wristband purchasers about where and when they can pick up bands has been sent.

**August:**

* Prepare remaining wristband inventory for transport to park at Festival time (coordinate with Exec Director)
* Coordinate with Chairs concerning pulling lists from VolunteerLocal and online ticketing website.
* Make sure all volunteers get the reminder type they requested when they signed up (phone call, email, text).
* Help set-up Admissions HQ on Friday afternoon of Festival weekend.
* Be present at Festival, helping committee as needed.
* Assist with park tear down on Sunday evening, post-Festival.
* Post-Festival arrange for the count of leftover wristbands in conjunction with other division chairs.
* Follow-up with all Committees on names to be turned in for annual Sweet Pea thank you page on website.
* Put together an Excel spreadsheet of wristband sales and bag balancing for historical records.
* Confirm with the office that online sales have been paid.
* Submit feedback on this year’s events – fill out and return evaluation form distributed from office staff.
* Follow-up with Committees to make sure all invoices/receipts are submitted to the Sweet Pea office. All personal reimbursements are due by Oct. 2nd.

**October-November:**

* Submit Division requests for permanent supplies/equipment with an estimate of cost and with items prioritized as to need.