**SWEET PEA COMMITTEE: FOOD CONCESSIONS TIMELINE & JOB DESCRIPTION**

**Location:** Lindley Park, paved parking area on west side of Buttonwood Street and along Buttonwood Street to the North

**Assistance:** 1-2

**Supplies:** Electrical cords, faucet supplies, and mud guards (in Sweet Pea storage), spray paint

**Contacts:** County Sanitation Department, Fire Dept, former concessionaires, ice company

**Misc:** Electrical cords must be “12-3” or “12 w/ground” and are stamped with this designation. Sweet Pea furnishes cords to be used, as total amount of electric power is limited. Encourage vendors to look at alternate ways to keep food warm/cool and to cook (including off premise preparation), etc.

Food Concession area: 210 ft. long (measure from south to north, starting at tree with orange rings painted on it). Need 15 ft. open on south end for a driveway through to Bowl area. (This 15 ft. not included in total foot length of 210 ft.)

Space is limited by City of Bozeman to participation of 20 vendors.

Fee per booth: $24 per lineal foot, $200 deposit, $85 garbage

**Note:** In 2013 for profit vendors were allowed and in 2014 all for profit vendors were required to designate a nonprofit they support and give 10% of their proceeds from the weekend to the nonprofit

**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

**February-March:**

* Review and edit information/application sheets
* Update waiting list (coordinate with Sweet Pea office)
* Recommendations to Board for approval on any major changes in policy and/or procedures
* Recommendation to Board on food concessionaires’ entry fee (currently $24.00 per booth front foot + an $85 garbage handling fee.)
* Notify former concessionaires of any changes approved by Board; meet with them as needed
* Answer any questions from vendors interested in participating
* 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:**

* Submit application for concessions to Executive Director for review/approval before printing/distributing
* Email information/application sheets to previous year’s concessionaires with a deadline of May 1st. Include note that food concessionaire volunteers are responsible for their own admissions purchase before entering the park. Also notify concessionaires of the cleaning deposit and a self-addressed stamped envelope needed to receive deposit check back

**May-July:**

* Meet with Sanitation Department personnel as many times as necessary to review requirements, menu items, and sanitation rules and to secure food purveyor’s permits
* Meet with fire department officials to review safety requirements
* Meet with concessionaires to review Sanitation Department requirements

**May:**

* Review and screen returned applications (office collects the checks and indicates “paid”)
* Collect a certificate of liability insurance listing Sweet Pea as an additional insured for each group and submit to the office (note: an organization CANNOT participate without this)
* Letter to wait listed groups informing them of Sweet Pea’s policy of a “first come, first served” basis if spaces are available
* Submit current list of vendors and their food items to Schedule of Events Committee Chairperson by June 1st

**June:**

* If space is available, select new groups to participate on first come, first serve basis
* Arrange for refrigerated truck and ice availability in park at all times during Festival – send list of concessionaires to these companies (see notebook for details, including parking of truck). 2013-2014 – no refrigerated truck provided
* Review policies and procedures on vehicles entering and leaving park, flow of traffic within park, and delivery of supplies during Festival (coordinate with Physical Arrangements). No parking in park or cemetery

**July:**

* Contact Park Superintendent and/or Park Grounds Manager regarding any changes in park set up **after** notifying and discussing changes with Sweet Pea Physical Arrangements Division
* Mail out space assignments and parking permits (send Schedule of Events with mailing to accepted concessionaires)
* Request that each vendor have one person per shift responsible for keeping inside/outside of booth clean, hose down once a day, break down of all items going into dumpsters, etc
* Check park area to see that it's in good condition, clean, and that water is on (call Parks Grounds Manager for any needs)
* Call meeting with chairs of concessions to review use of electricity, sanitation requirements in and around booths, vehicles in park, flow of traffic, any changes in rules and procedures, etc
* Provide Sweet Pea office with copies of letters sent, and list/diagram of line-up for year
* Secure “Parking Permits/Loading Passes”: 1-2 per concessionaire
* Follow-up with any questions regarding refrigeration truck arrangements (if we have one)
* Follow-up on plans with gray water system with concessionaires

**August:**

* Mark with CHALK space assignments on ground (leave 15’ - 20’ driveway to Bowl area at south end of concessionaire line)
* Monitor booth set-up
* Provide Headquarters with a list of vendors and the main food items of each
* Monitor booths during Festival: answer questions, make suggestions, see that unauthorized vehicles are removed from park, see that area around booths is clean
* Monitor dismantling and removal of booths from park; check each concession location for clean-up approval and sign out each booth before they leave park
* Return cleaning deposits (coordinate with 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

**August-September:**

* Submit invoices to the office as they are received. All receipts/personal reimbursements are due by Oct. 2nd
* Confirm for profit food vendors have distributed their 10% donation to their designated nonprofit and ask for a record of the amount donated

**September-October:**

* Call wrap-up meeting of all concessionaires; gather comments
* Review plans for future (coordinate with food concessionaires’ representative, Division Coordinator, and Executive Director)

**Contacts:**

* Environmental Health Services Department (room 305 of court house) – 585-1460 Sanitarian
* Fire Department – Dan Figgins, Fire Marshall – 586-6219 Ext. 241
* City Parks Superintendent – 586-3321 Ext. 243
* City Parks Grounds Manager – Thom White – 586-3321
* Montana Ice Co. – Bob Whitman – 587-0941 – PO Box 3277
* Darigold (refrigeration truck) – 586-5425 – Larry or Bernie Jones (used in past)
* Cemetery Grounds Manager – 586-7238
* Food Service of America (refrigeration truck) – Jeff Brent 406-238-7822 (couldn’t let us use in 2013)