**SWEET PEA COMMITTEE: HOSPITALITY COMMITTEE TIMELINE & JOB DESCRIPTION**

**Location:** Lindley Park; home/office; Venue for annual Board dinner

**Assistance:** 2-4

**Supplies:** Computer, email

**Contacts:** Businesses willing donate/discount food

**Notes:**  Position oversees HQ food, annual Thank You dinner, hospitality for performers, and, if desired, board meeting meals

**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-February:**

* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board
* 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. You will need to coordinate amounts with committees utilizing your services.
* Line up Committee members as needed to share in duties

# May:

* Arrange for “right hand” person(s) to help with deliveries/donations, etc. at Festival time

**June-July:**

* Arrange for donation/purchase of food, drinks, and snacks needed for personnel at HQ tent during Festival. (Plan for corporate donations – most need 2-4 weeks to process requests). Plan to feed 20-25 (a few less for breakfast).
* Submit in writing to Physical Arrangements the delivery needs and placement of the HQ Hospitality Tent
* Coordinate the annual board dinner dates with the Executive Board; make recommendation to the Board. A potluck was held in 2012 & 2013, a catered dinner in 2014.
* Obtain contract hospitality riders for each main performer to gather each performer’s hospitality requirements. Arrange for said hospitality (food, drinks, and rest area) for main performers (coordinate with Dance, Theatre, Family Entertainment, and Music) as applicable

**July-August:**

* Arrange for water in coolers for all performers (coordinate with Performing Arts)
* Decide on date and reserve location for annual dinner (Coordinate budget with Secretary/Treasurer. See process file notebook for details); note: Executive Director must review contract before signing
* Begin selecting menu for board dinner (be sure to include vegetarian and gluten-free options if necessary)
* Recruit individuals to help with board dinner planning, as needed

**August:**

* Oversee or arrange for delivery of donated/purchased food, drinks, and snacks to HQ tent during the Festival:

Friday: lunch (varies, check with Executive Director) and dinner

Saturday: breakfast foods/coffee, lunch, and dinner

Sunday: break foods/coffee, lunch, and dinner (dinner is needed esp. for the clean-up crew)

* Oversee delivery of food and water and set-up of rest area for main performers (coordinate with Performing Arts)
* Arrange for/oversee delivery of prearranged hospitality needs as coordinated with Committees
* Assist with park tear down on Sunday evening, post-Festival, if possible
* Submit feedback on this year’s events – fill out and return evaluation form distributed from office staff
* Submit all individuals and business names who assisted, contributed, donated, or discounted this year to Executive Director for thank you page on website

# August-September:

* Select menu for board dinner. Coordinate with Executive Director
* Submit all expenses to the Sweet Pea Festival office. All personal reimbursements are due by Oct 2nd

**September:**

* Arrange logistics for annual dinner including decorations, linens, drinks, etc (coordinate with Executive Director); see process file notebook for details
* Create invitations and mail to the Board (E-vite has been used in the recent past)
* Coordinate special awards with Executive Team, if appropriate
* Arrange for entertainment at dinner, if appropriate; be in touch with Digital Media Committee on presenting their photo slideshow of the year
* Supervise set-up and clean up of annual dinner, if appropriate
* Submit paperwork to the office for payment to the dinner location, caterer, and/or suppliers
* Follow up with thank you to dinner “host” and payment received (if applicable)
* Submit all individuals who volunteered and businesses who contributed with the annual dinner to the Sweet Pea office for inclusion on the website Thank You page