**SWEET PEA COMMITTEE: FESTIVAL MERCHANDISE SALES TIMELINE & JOB DESCRIPTION**

**Location:** Sweet Pea office, Main Street sidewalk, Jacobs Crossing lobby, Lindley Park

**Assistance:** 1-2 assistants, 4-5 captains, approximately 50 volunteers

**Supplies:** Mailing tubes, mailers, rubber bands, merchandise bags, Sweet Pea merchandise, 2 cash drawers, 2 scanners, 2 laptops, tables, chairs, price lists, calculators, change, worker instructions, storage bins, poster board and markers, all Sweet Pea event information (brochures, rule sheets, entry forms), baskets

**Contacts:** Secretary/Treasurer, Merchandise Division Coordinator, RSVP, Frontline Processing

**Start-up money:** Coordinate with Sweet Pea Secretary/Treasurer and Executive Director

**Misc:** Crazy Days are Friday, Saturday, and Sunday 3rd week of July (set by the Downtown Bozeman Association). 2011 - 2014 we sold merchandise on Saturday only

**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
* Line up Committee members as needed to share in duties (helpers with your planning and execution of your plans)
* 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
* Inventory number of merchandise bags left from previous year to determine number of merchandise bags needed for current year (see files)
* Secure bids, place order for merchandise bags, using current Festival’s main color as contrast color on bag if possible or maintain violet/magenta as contrast

**April-May:**

* Inventory number of mailing tubes left from previous year to determine number of mailing tubes and caps needed for year (see files)
* Secure bids, place order for mailing tubes and caps
* Begin making plans for sale of merchandise during the week prior to Festival weekend (Jacobs Crossing sales) and brainstorm ideas for recruiting volunteers outside of the RSVP group if necessary. Bozeman Lodge and Hillcrest Sr. Living may be other avenues of volunteer recruitment
* Get familiar with VolunteerLocal and input volunteer schedule (or copy from previous years if no changes are necessary) so volunteers can sign up for shifts online
* Review previous year’s lists of volunteers and develop list for current year. Work with office to do a mass email to previous year’s volunteers letting them know they can choose a shift online

**May-June:**

* Arrange for merchandise sales on Main Street during Crazy Days downtown (in 2007-2010, outside Sage Salon; in 2011 & 2012, outside First Security Bank, 2013 east of Lilly Lu’s, sales were down, 2014 back outside First Security)
* Contact Ellie Staley at the Downtown Business Association to indicate our participation in Crazy Days and where we will set up.
* Establish merchandise sale hours for Crazy Days weekend, the week before Festival, and for Lindley Park during the Festival – submit for print in the Schedule of Events
* Call or write a letter of intent to Dave Cecich, Moose Point (Jacobs Crossing building owner, 581.6038) concerning merchandise sales during week prior to Festival weekend in Jacobs Crossing lobby (reviewed and approved by Executive Director)

**June:**

* Help count and sort t-shirt order upon arrival at Sweet Pea office
* Assist Festival Assistant with inputting inventory totals into the POS system, if needed
* Work with office to ensure the POS license is renewed, and the non-profit discount is secured (we have not renewed the license for a couple of years – it is for support only)

**June-July:**

* Put together 8½” x 11” price sheets for current and past merchandise or request from In-House Graphics; request large 22” x 28” price lists from In-House Graphics (if previous year’s cannot be used), coordinate with office so all signage can be printed together
* Arrange for rental of two credit card machines to be delivered at the beginning of July (Frontline Processing or research other options). In 2015 it is recommended to research some other options
* Create attractive display to promote merchandise sales at Crazy Days and week prior to Festival (check budget availability with Division Coordinator). If additional signs are needed, have them printed or solicit from Marketing Division
* Have several posters dry-mounted or some other method for display at sales location (coordinate with Poster Graphics); use original artwork for display at the Merchandise Booth at the Park
* Review inventory/accounting system for all merchandise, as set by Division and Festival Assistant
* Edit and print instructions for all workers. Recruit volunteers to work during Crazy Days (solicit Board members at June and July meetings)
* Attend money handling meeting (coordinate with Secretary/Treasurer)

**July:**

* Load merchandise storage bins from boxes, if used, a week prior to use (not to exceed half of new merchandise order) (coordinate with Merchandise Pre-Sales)
* Recruit volunteers for sales at the pre-Festival merchandise location the week of Festival (currently, these volunteers are provided by RSVP; coordinate with them and see what level of involvement they’d like)
* Recruit volunteers for work in Lindley Park during Festival (approximately 50)
* Reconcile sales with inventory and provide reports to Secretary/Treasurer daily with change and money deposits for Crazy Days, Jacobs Crossing, and Festival sales.
* Conduct brief orientation, if appropriate, to review making change, prices, and instructions for workers (coordinate with Division Coordinator and Secretary/Treasurer)

**July-August:**

* Get instructions and work schedule to volunteer shift workers
* Set up sales areas, include the posting of prices and worker instructions (Crazy Days and week before Festival)
* Arrange for delivery of Sweet Pea equipment, supplies, and merchandise to sales area for Crazy Days and Jacobs Crossing (coordinate with Division Coordinator and Executive Director)
* Oversee sales at Crazy Days and week prior to Festival
* Coordinate deposit of Crazy Days and Jacobs Crossing sales money with Secretary/Treasurer
* Complete final inventory/accounting of Crazy Days and Jacobs Crossing sales; submit to the Secretary/Treasurer and the Sweet Pea office (coordinate with Merchandise Division Coordinator); information needs to be summarized by day, then by items sold using cash/checks and items sold using credit
* Dismantle sales areas; arrange for storage of equipment (coordinate with Physical Arrangements)
* Communicate remaining inventory to Merchandise Division Coordinator and T-shirt Design Committee so they can contemplate any re-orders
* Arrange for delivery of merchandise to Lindley Park on Friday of Festival (coordinate with Physical Arrangements)
* Arrange for set-up of Merchandise Booth at Festival (coordinate with Physical Arrangements)

**August:**

* Oversee set-up and take down of the Merchandise Booth at Festival (coordinate with Physical Arrangements)
* Oversee sales at the Festival
* Coordinate daily deposits and reports with Secretary/Treasurer
* Arrange for delivery of unsold merchandise to Sweet Pea office at end of Festival (coordinate with Physical Arrangements)
* Do final inventory/accounting for Lindley Park sales and reconcile; turn in copies of all records to the Sweet Pea Office ASAP (coordinate with Division Coordinator and Secretary/Treasurer); information needs to be summarized by day, then by items sold using cash/checks and items sold using credit
* Submit all individuals and business names that assisted or contributed this year to Executive Director for thank you page on website
* Export list of volunteers from Volunteer Local and submit to Sweet Pea office. Print a copy for your binder as well
* Write any personal thank you’s deemed appropriate
* 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
* After making sure credit card machine reports are no longer needed, arrange for the machines’ return

**September:**

* Help with end of quarter “hands on” inventory count of all merchandise in stock to verify paper records
* Assist with summaries of all sales as needed—coordinate with all of Merchandising Division and Festival Assistant