**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, 1 captain per shift, approximately 50 volunteers

**Supplies:** Mailing tubes, mailers, rubber bands, merchandise bags, Sweet Pea merchandise, 2 cash drawers, 2 iPads, WIFI hot spot, 2 tables, 6 chairs, price lists, calculators, change, worker instructions, storage bins, poster board and markers, all Sweet Pea event information (brochures, rule sheets, entry forms), mannequins, displays for smaller items, sandwich board

**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).

**NOTE:**  **This team works together very closely and decides as a division what merchandise SPF will be selling. DC coordinates ordering, getting samples etc. (or assigns as necessary). This team works together at Festival time as well.**

**On-Going:**

* Attend monthly Sweet Pea Board meetings & any special meetings called. Meeting Commitments are approximately 2 hours per month for Board Meetings and 1 hour per month to meet with your DC
* Read board minutes, agenda, proposals and all attachments of the pre-board meeting email to be fully prepared for Board meetings. Take note of any errors in minutes and bring up at the board meeting.
* Track the hours you’ve volunteered monthly; keep your own record to submit to the office at yearend (November meeting)
* Recruit potential board member candidates and Festival-time volunteers
* Check SPF email and stay on top of correspondence. Copy in ED when you feel necessary.
* Continually update process file notebook and/or shared online files and keep pertinent e-mails filed within e-mail account
* All printed materials and major correspondence 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/or uploaded to be kept on file at the Sweet Pea office
* Please make sure admin@ and ed@ emails are on all email lists you have so ALL mass-correspondence sent out is copied to the office, which keeps the office as informed as possible.
* If you are on social media, make sure you like SPF pages on Facebook, Instagram and Twitter. Make sure you check regularly and share/forward our posts and make sure you tag us and any other folks such as sponsors, DBA, etc. where merited. Please forward any content you think we should post.
* ALWAYS tag businesses, sponsors etc. on all posts
* Monitor website and social pages for content updates, errors and ideas for improvements and future posts
* Provide Exec Director with newsworthy happenings in your committee to post on SPF social media.
* Take photos during the year, at events and the Festival and provide pictures to the office (digitally).
* Provide photos, bios and PR materials to Schedule of Events for your committee in a timely manner (by the deadline)
* Division Coordinators should always know about committees' progress and should be copied on documents sent to the Exec. Director for review and approval
* Division Coordinators should be informed of all expenses for all Committees within the Division.
* On Board approved purchase of permanent supplies/equipment for use in the Division, secure at least two bids and make decision on purchase (coordinate with Executive Director and Committee Chairs)
* Submit all invoices to the office as they are received
* Volunteer at the Festival for Admissions, Merchandise, Park set up and tear down or HQ if your position doesn't require full-time attendance at the Festival. (DC's should take at least one shift at HQ.)
* Be on stage Saturday night of Festival at 7:30pm for Board Member Recognition.
* Volunteer and/or attend other Sweet Pea events during the year.

**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

**March:**

* Evaluate past year’s sales and brainstorm new merch ideas

**April:**

* 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 or provide office with proposed email content to send via VolunteerLocal
* Order new merchandise (coordinate with Division) create inventory sheet or edit last years with wholesale and retail prices and shipping costs

**May:**

* by May board meeting

**May-June:**

* Arrange for merchandise sales on Main Street during Crazy Days downtown in front of our building. Confirm with ED that DBA knows we are participating.
* Confirm with ED that we have permission to sell merchandise during week prior to Festival weekend in Jacobs Crossing lobby

**June:**

* Help count and sort t-shirt order upon arrival at Sweet Pea office
* When merchandise orders are received, provide new inventory to office for addition in to the Square system
* Let ED know sign requests (sandwich board and price lists)
* Secure bids, place order for merchandise bags – if needed, using current Festival’s main color as contrast color on bag if possible or maintain violet/magenta as contrast

**June-July:**

* 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
* Decide on date for Square training meeting for shift captains
* Recruit volunteers to work during Crazy Days (solicit Board members at June and July meetings & through VolunteerLocal)
* Confirm current inventory
* Decide on items to be sold at Crazy Days, items to be reordered
* Attend money handling meeting (coordinate with Secretary/Treasurer)

**July:**

* Coordinate with Children’s Activities on the need for getting white t-shirts on consignment for tie-dying
* 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 Square training meeting for workers (coordinate with Division Coordinator and Secretary/Treasurer)

**July:**

* Get instructions and work schedule to volunteer shift workers
* Set up sales areas, include the posting of prices and worker instructions (Crazy Days and Jacobs Crossing)
* 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 (must be present or have highly trained/past volunteers)
* Coordinate deposit of Crazy Days and Jacobs Crossing sales money with Executive Director
* Complete final inventory/accounting of Crazy Days; submit to the the Sweet Pea office (coordinate with ED); information needs to be summarized by day, then by items sold using cash/checks and items sold using credit (this is done by ED or Festival Assistant using Square reporting)
* 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:**

* Arrange for delivery of Sweet Pea equipment, supplies, and merchandise to sales area for Jacobs Crossing (coordinate with Division Coordinator and Executive Director)
* Oversee sales at Jacobs Crossing (must be present or have highly trained/past volunteers)
* Coordinate deposit of Jacobs Crossing sales money with Executive Director
* Manage distribution of FAV wristbands during Jacobs Crossing sales hours; secure VolunteerLocal list and FAV forms from Admissions FAV committee
* Complete final inventory/accounting of Jacobs Crossing; submit to the the Sweet Pea office (coordinate with ED); information needs to be summarized by day, then by items sold using cash/checks and items sold using credit (this is done by ED or Festival Assistant using Square reporting)
* 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)
* Reconcile sales with inventory and provide reports to Secretary/Treasurer daily with change and money deposits for and Festival sales.
* 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 – this is done with Square reporting
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* 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
* Help with end of quarter “hands on” inventory count of all merchandise in stock to verify Square records
* Assist with summaries of all sales as needed—coordinate with all of Merchandising Division and Festival Assistant

**September:**

* Submit invoices to the office as they are received. All receipts/personal reimbursements are due by Oct. 2nd – please use “Personal Expense Reimbursement Form”