

## Winterfest Event Committee – Job Description

Volunteer position – designated annually  
Minimum 2 committee heads plus volunteers

Winterfest labor will be supplied by the committee heads and volunteers as arranged by the committee.

### **Prepare an outline prior to the event.**

- ✓ Include a listing of the committee heads and all volunteers.
- ✓ Include date, times and location.
- ✓ Consider the required supplies: coffee, hot chocolate, pop, creamer, sugar, Styrofoam cups, napkins, food (hot dogs/buns/condiments/etc.). Ensure to address access to the Shelter and necessary kitchen equipment (coffee/hot chocolate machine, cookware, Bar B Que).
- ✓ Prepare posters to advertise the event and post around the West Park Community (minimum: schools, 2 West Park mall, 1 Joey's Only, 1 Fas Gas, and other visible areas).
- ✓ Contact and provide information for the appropriate advertising suppliers. Newspaper (current events), Radio Station(s), schools within West Park to include in their newsletter to parents.
- ✓ Music?– a variety of CD's to play over the speakers for participants.
- ✓ Planned activities?
- ✓ Prizes?

**Retain all receipts for all expenditures. Reimbursement will not be made without a proper receipt. Record the event on the top of the receipts(s).**

### **Date of Event**

- ✓ Arrive early to prepare kitchen and begin cooking/bar-b-quiring food (hot dogs/burgers/etc.).
- ✓ If possible, have an “attendance listing” to support the number of participants. Each attendee who receives a complimentary food and/or beverage should sign in.
- ✓ A count of number of participants in attendance during the event.

- ✓ Check bathrooms periodically throughout the event. Cleanliness and paper supplies.
- ✓ If prizes are part of the event record prize compile a listing of all prize winners. Include the recipient's full name, address and phone number.
- ✓ Clean up kitchen and/or washrooms at the end of event.
- ✓ Arrange for immediate removal of bar-b-ques and outdoor items due to vandalism.
- ✓ Ensure all mats are brought into the Shelter.
- ✓ Lock all doors when leaving.

**After the event:**

Prepare a "report" of the event.

- ✓ Include a listing of the committee heads and all volunteers.
- ✓ Include date, times and location.
- ✓ Include the attendance figures and prize winners, if applicable, in your report but original listings are to be included for more detailed information such as address information as part of your report.
- ✓ All receipts should be copied and attached as part of your report.
- ✓ Write a brief summary regarding the event be sure to include any items that worked very well and anything that might have been better for next year's committee.
- ✓ Date and sign your report.
- ✓ Turn your report into the Treasurer or Record Keeper by the next meeting for review.