

# **FESTIVAL OF TREES™ COMMITTEES**

## **Roles & Responsibilities**

The Festival of Trees™ Committee works closely with the Director of the Forest of Reading to ensure that the necessary steps are being taken for an excellent event. It is suggested that if a Festival of 1000 people is anticipated then the committee should be about 15. The overall number of volunteers needed for the day of is about 30 people.

### **CHAIR OF THE FESTIVAL**

#### **1 person**

- Ensures that all positions are filled with local members
- Oversees the Coordinators and sub-committees
- Works closely with OLA and communicates to OLA on behalf of the committee
- Ensure there is a bus plan in place for unloading and loading the Festival prior to the Festival and is communicated
- Responsible on the day of the Festival to ensure that all things run smoothly
- Responsible for staying within the budget that is managed by OLA

### **CEREMONY COORDINATOR**

#### **Approx. 1 to 2 people**

- Seek guidance from OLA based on previous Festivals
- Responsible for securing and acting as a liaison with hosts
- Ensure that script is completed (template provided by OLA)
- Work on script with Student Presenter Volunteer Coordinator and on the day of the Festival
- Be present 45 minutes before ceremony back stage
- Ensure awards, certificates and extra scripts are behind stage
- Ensure host has everything they need (script, water, microphone etc.)
- Confirm stage set up is correct

### **STUDENT VOLUNTEER COORDINATOR**

#### **Approx. 1 to 2 people**

- OLA will set up application form for satellite festivals
- Coordinator will obtain volunteer application list regularly from OLA
- Responsible for sending out requests to ticket holders looking for young people to participate in the Ceremony as a presenter or sign carrier
- Keep list of presenters and all contact information
- Connect with chaperone contacts regarding format of presentations etc. (OLA has templates)
- Collect all presenters speeches PRIOR to Festival
- Contact chaperones before to ensure all details are clear and to ensure all permission forms for photos/videos are collected
- Work with Ceremony Coordinator 30 minutes before event to organize parade of authors
- Send follow-up thank you notes to chaperones and presenters

## **VOLUNTEER COORDINATOR**

### **Approx. 1 to 2 people**

- Send out requests for Volunteers for Festivals (February 1<sup>st</sup>) – OLA has templates.
- Create contact list for volunteers
- Assign volunteers to all aspects of Festival with OLA assistance if needed
- Create schedule for volunteers, including breaks
- Communicate three times before Festival with full schedule of events (6 weeks, 3 weeks and the week before)
- Lead information meeting in the morning of the Festival
- Be main contact on site
- Follow up after Festival with thank you notes

## **DECORATING/HOSPITALITY COMMITTEE**

### **Approx. 1-2 people**

- Work with Chair leading into the Festival on VIP list from local community
- Responsible for researching local catering options for Green room and reception
- Ensure caterer has arrived and set up properly
- Decorate Green Room and Reception area and make it warm and welcoming
- Responsible for badges for all authors, committee members etc.
- Greet Authors/Guests and check everyone in and supply them with their badges and event details
- Ensure the Green Room is tidy and clean of dirty dishes, etc.
- Have a safe secure place for Authors/Committee members to leave their items that can be watched by Green Room Staff

## **ENTERTAINMENT & EXHIBITOR COMMITTEE**

### **Approx. 3-4 people**

- Work with Chair leading into the Festival on all ideas for entertainment
- Liaise with OLA on budget for entertainment
- Source out local entertainment/bands for main stage
- Source out potential exhibitors for Festival based on venue (10+)
- Source out local roving entertainment
- Entertainment committee will deal with all communication and liaise with Chair
- On site will ensure that entertainment and exhibitors have everything that is required
- Ensure that entertainers receive their payment on site
- Ensure entertainers are escorted and from dressing rooms so that Festival stays on schedule
- Walk to all exhibitors twice during the day to ensure that they are okay
- Send out thank you notes post Festival

## **MEDIA VOLUNTEER**

### **Approx. 1-2 people**

- Connect with OLA to get media alerts, press releases
- Contact local media outlets with media alerts prior to Festival and press releases post Festival

- Generate interest in the Festival
- Promote with any radio, newspaper, online or television media
- Identify key players that could be interviewed on site
- Main contact on site for any media that comes to the festival

## **SPONSORSHIP AND SUPPORT VOLUNTEER**

### **Approx. 2-3 people**

- Work with Chair on sponsorship opportunities from any local sources
- Target organizations or companies that should know about Festival
- Connect with Publishers through OLA about possibility of sponsoring their authors workshops
- Work to invite key decision-makers to the receptions and the Festival

## **WORKSHOP VOLUNTEER (FOR EACH PROGRAM)**

### **Approx. 2-3 people**

- Work with Chair about schedule leading into Festival
- Communicate with OLA about Authors workshops to ensure all needs are met (tech, set up etc.)
- Organize schedule of volunteers/committee members that can convene each workshop (introduce author, give 5-minute warning, thank author at end)
- Check the locations before the event starts and make sure everything is set up
- On site - Point of contact for the workshops within the program.
- Ensure authors are given their honorariums
- Connect with authors in the Green room in the morning and make sure they know where they are going
- Follow up with thank you notes to the author

## **GENERAL VOLUNTEER - Approx. 20-30 people**

### **OVERALL SET UP**

- Need to set up Sign all signage, Games, exhibitors etc.
- Autographing area to be set up with signage etc. Ensure flow will work.
- Set up workshop spaces
- Manage autographing lines
- Help with prize table and assist with set up
- Assist wholesaler/vendor if needed at book store
- Run games for prizes
- Help at stations that are not exhibitors