

# Committee Roles and Responsibilities

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The Forest of Reading Festivals and celebrations need a local organizing committee. For Festivals these committee work closely with the Director of the Forest of Reading to ensure that the necessary steps are being taken for an excellent event. However, smaller celebrations that happen are run with little or no guidance of the Forest of Reading staff. It is suggested that if a Festival of 1000 people is anticipated than 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
- Ensures there is a bus plan in place for unloading and loading attendees during the Festival day
- Responsible on the day of the Festival to ensure that all things run smoothly
- Responsible for staying within the budget that is managed by the committee and set at the beginning of the planning process

## Ceremony Coordinator

### 1- 2 people

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

## Student Volunteer Coordinator

### 1- 2 people

- Responsible for sending out requests to ticket holders looking for young people to participate in the Ceremony as a presenter or sign carrier
- Coordinator will maintain volunteer application list regularly
- Maintaining a list of presenters and all contact information
- Connect with chaperone contacts regarding format of presentations etc.
- 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 to ensure all students are where they should be
- Send follow-up thank you notes to chaperones and presenters after the Festival

# Roles and Responsibilities (continued)

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## Volunteer Coordinator

### 1- 2 people

- Send out requests for Volunteers for Festivals (February 1st)
- Create contact list for volunteers
- Assign volunteers to all aspects of Festival
- 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

### 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 and Exhibitor Committee

### 3-4 people

- Work with Chair leading into the Festival on all ideas for entertainment
- Ensure that all parties are aware of the budget
- Source out local entertainment/bands for main stage
- Source out potential exhibitors for Festival based on venue to ensure there are stations for attendees to visit
- 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 aware of their dressing rooms and the schedule/timing 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

# Roles and Responsibilities (continued)

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## Media Volunteer

### 1 person

- Create media alerts and press releases (templates available)
- 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

### 1-2 people

- Work with Chair on sponsorship opportunities from any local sources
- Target organizations or companies that should know about Festival
- Work to invite key decision-makers to the receptions and the Festival

## Workshop Volunteer (For Each Program)

### 3-4 people

- Work with Chair about schedule leading into Festival
- Communicate with 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 as requested
- 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 – Overall Set Up

### 20-30 people

- Need to set up 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 bookstore
- Run games for prizes
- Help at stations that are not exhibitors