



Special Events Committee Member

Organization: Festival of Trees – Information and Volunteer Centre for Strathcona County

Title: Special Events Committee Member

Objectives: To assist in the organization and implementation of one or more special event projects planned for November 13-15, 2009.

Duties and Responsibilities:

Essential:

- o One evening planning meeting monthly, increasing to bi-weekly closer to Festival
- o Available November 13 and 14 for assistance in the set up and tear down, as well as assistance during the events

In addition, duties could include any of the following:

- o Sourcing products
- o Donation solicitation – gift cards or product
- o Set up and decorating of Gift Tree
- o Pick up/delivery of small items
- o Live auction spotter, runner or cashier
- o Server
- o Catering assistant

Qualifications and Requirements: Enthusiasm! Some previous event planning experience would be awesome!

Orientation and Training: Provided during planning meetings and prior to events

Commitment Required: Meetings as outlined above, as well as time necessary to complete additional tasks, approximately 8 hours per week. Must also be available for the following:

Luncheon – Friday, November 13 10am-2pm
Breakfast – Saturday, November 14 6am-9:30am