

## **SPECIAL EVENTS COORDINATOR**

The Special Event Coordinator's overall responsibility is to plan and act as contact for small Club-wide events. Past events and responsibilities for each are listed below:

### Pleasant Hill 4<sup>th</sup> of July Parade

- Act as contact person to 4<sup>th</sup> of July Commission (contact the commission at PH city offices to fill out necessary paperwork in May)
- Register the Club as participant in the parade including submitting check and description
- Advertise in the newsletter for participation in the parade
- Act as contact for addl info for Club member
- Make sure banner is available for the parade
- Check in at the sign-in table the morning of the parade
- Set-up Club parade section and watch for Club members that will be marching with the group
- Organize Club parade participants

### Baby Bazaar

- Decide on date for Bazaar (with Board approval). The last couple of years it has been in the fall. But has had great success in the spring as well in prior years.
- Reserve space for the Bazaar (Community Center or Winslow Center parking lot)
- Write-up article in newsletter (for a least two months), advertising the event and getting participants
- Act as RSVP for participants
- Place ad in the CC Times for the date/location of the Baby Bazaar

Note: Other activities can be planned with Board approval such as Disney on Ice

Estimated time spent per month for this job: 1-2 hours/month max. Most of the requirements for this position fall in the months of May through October. The baby bazaar could be held in the spring, however.

Revised 08/15/06

Number of Coordinators = 1

Time Involved = 1-2 hours/month max