

# **Sandown Old Home Day Committees and Responsibilities**

## **Committee Chair**

- Manage Budget
- Give direction and leadership toward the achievement of the committee's philosophy, mission, strategy, and its annual goals and objectives.
- Oversee all sub-committee chairs and arrange meetings to ensure timely execution of all tasks.
- Manage all sub-committees the day of the event.
- Publish notes from each meeting
- Moderator of the OHD web site
- Maintain files/forms on web site.

## **Treasurer**

### **Accounting Budget - \$4,500**

- Oversee and ensure the financial records of the committee.
- Maintain a record of income and expenses.
- Approve all budget expenditures.
- Check all disbursements against budget allowances.
- Provide petty cash needs to sub-chairs. Keep a record of expenditures.
- Manage all funds the day of the event.
- Coordinate check requests with Town Treasurer from Budget account.

## **Marketing/Public Relations**

### **Budget - \$100**

- Create press releases, cable slides, posters and event self-mailer.
- Create and update all forms and applications.
- Seek sponsorship opportunities.
- Maintain and update website, committee newsletter and contact database.
- Arrange timely distribution of all event advertising.
- Manage Public Relations the day of event.
- Publish posters and banners at local town locations
- Coordinate with Lion's Club to post OHD event on Town Letter board

## **Parade**

### **Budget - \$1,100**

- Map out a Parade Route
- Coordinate with police station the time & location for traffic maintenance
- Identify and research potential parade participants.
- Contract preferred parade participants.
- Arrange children's parade and prizes.
- Manage the day of the event parade line up.
- Obtain necessary signs as needed for parade route.

## **Vendors**

### **Budget - \$0**

- Identify and solicit various community and outside vendors.
- Review and process all applications.
- Contract preferred vendors and process payments.
- Manage vendor placement and setup the day of the event.

## **Entertainment**

### **Budget - \$900**

- Identify and research potential entertainers.
- Contract preferred entertainers.
- Create event schedule and communicate with Event MC.
- Manage the entertainment schedule day of the event.
- Coordinate with the entertainers for on-time presence.

## **Rides**

### **Budget - \$2,000**

- Identify and research potential rides.
- Contract preferred ride rental companies.
- Solicit community organizations for game ideas and participation.
- Schedule community organizations for manning the rides
- Manage setup / teardown of all rides the day of the event.
- Coordinate ticket sales (need tickets and signs)

## **Site Coordinator**

### **Budget - \$300**

- Reserve event site (central school)
- Complete the necessary paperwork (from the school) for application of site
- Obtain Insurance Binder from Town Hall & send to the school
- Arrange for relocation of school dumpsters
- Obtain additional chairs and tables (borrowed) from the Church – all they can spare!
- Arrange for transportation of equipment (tables, chairs, tents, stages) if needed
- Identify and confirm day of event volunteers.
- Arrange electric hookups and water hoses.
- Contract and arrange delivery of port-a-potties and trash receptacles (Pete's Septic)
- Identify and coordinate delivery of stages, tents and seating.
- Rope off turn-around at the school – no parking – needs to be open for parade and emergencies.
- Manage site needs the day of the event.
- Liaison between Sandown Recreation for use of tents and tables they own which are kept at the school for summer rec.

## **Event MC**

### **Budget - \$0**

- Review event schedule with Entertainment Chairperson.
- Arrange procurement of all announcing equipment (sound system, extension cords, splitters, etc.)
- Manage setup / teardown of equipment and make all announcements the day of the event.
- Coordinate with Electrical for all hookups

## **Citizen of the Year**

### **Budget - \$100**

- Solicit COTY nominations.
- Review and process all applications.
- Work with Board of Selectmen, Police and Fire Chiefs for final selection.
- Purchase award, inscribe plaque and confirm recipient attendance to event.
- Liaison to recipient the day of the event.
- Confirm mode of transportation in the OHD parade

## **Fireworks**

### **Budget - \$0**

- Coordinate with the Selectman to be sure Fireworks are ordered.
- Secure a site for the Fireworks display
- Work with the Fire Department to obtain proper permits
- Work in conjunction with the Entertainment Committee to obtain evening entertainment
- Work in conjunction with the Vendor Committee to obtain evening food vendors
- Manage the site setup and work with Site Committee to provide site support.