

**MELBOURNE ART FESTIVAL COMMITTEE AND VOLUNTEER  
OPPORTUNITIES**

**5-K FLAMINGO RUN:**

- Develop pre-race information and equipment
- Arrange for permits, insurance, safety and emergency personnel
- Organize race packets
- Arrange for T-shirts, awards and trophies
- Organize day of race activities
- Coordinate the logistics of procuring and serving food and beverages
- Provide race results

\*An opportunity for many to become involved in the organization and planning stages

Must be available Friday night before race (3-8pm) and Saturday of the race 5:30am – 11:00am.

**ADVERTISING:**

- Maximize advertising for the Festival
  - Coordinate radio, television and printed advertising coverage
- \*An opportunity to become involved in the promotional aspects of the Festival

**ARTISTS/COMMEMORATIVE POSTER:**

- Administer the ZAPApplication process
  - Select artist to create commemorative poster and provide finished artwork for poster and t-shirt printing
  - Arrange and direct the Jury process
  - Coordinate artist notifications, space assignments, and Artist Packets
  - Manage all payments made by artists
  - Act as a liaison for artists during the event
- ##Many volunteers are needed for the weekend to act as 'booth sitters'.

**ARTWORK:**

- Coordinate the selection of artwork to appear on all Festival items

**BEER/WINE:**

- Negotiate a favorable contract with a beer distributor
  - Organize all beer sales during the Festival
- ##Requires a very large number of volunteers throughout the weekend to staff all the beer tents.

**CARTS & RADIOS:**

- Acquire and organize the use of all radios and golf carts
- Work closely with Security in assigning equipment

**COKE/WATER:**

- Negotiate a favorable contract for distribution/sales of Coke products
  - Handle the logistics of the coke concessions
- ##Requires a very large number of volunteers throughout the weekend to staff all the Coke concessions.

**CONCESSIONS AND FOOD COURT:**

- Acquire 10-15 concession vendors (i.e. lemonade, popcorn, smoothies) and food vendors and obtain proof of insurance
- Receive booth fees and submit to Treasurer for deposit
- Ensure that the permits and code requirements set forth by the City of Melbourne are met
- Assign spaces and monitor the vendors during the event

**DIRECTORY:**

- Coordinate input from all committees to establish an effective Directory, including required ads and logos for sponsors and grantors
- Obtain advertising
- Set the layout, seek a publisher and printer, and coordinate delivery and distribution of the Directory

**ENTERTAINMENT:**

- Acquire all the musical entertainment heard during the event
- Act as musical artist liaison during the event

**FINANCE:**

- Make deposits, write checks, reconcile statements and produce financial reports using QuickBooks
- Interface with the CPA regarding tax return preparation
- Obtain office space for weekend activities
- Collect, deposit and make change during the event and record results in QuickBooks
- Financial planning, budget recommendations and the monitoring of approved budgets

**GRANTS:**

- Coordinate application submissions and reimbursement of all applicable grants
- Prepare and submit grant reports as required

**ICE:**

- Negotiate a contract with an ice vendor
- Ensure supply and delivery of ice to all Festival events

##Need 8-10 volunteers during the weekend.

**INSURANCE:**

- Ensure that the liability and Directors & Officers insurance policies are in place for the Festival
- Add additional insureds to Liability policy for all locations that MAF is using during the weekend
- Review and maintain records of all vendors' insurance coverage (food court, concessions, etc)

**JUDGES:**

- Acquire accredited judges for the Festival
  - Coordinate any accommodations needed for the judges
  - Supervise the collection and viewing of the artwork selected for judging
- ##Many volunteers are needed the Saturday of the Festival to collect and guard the art for judging and to serve as judges' assistants.

**KIDSWORLD:**

- Coordinate the entertainment, crafts, and the logistics of the Kids World
- ##Many volunteers are needed throughout the weekend to staff the Kids World area.

**OASIS:**

- Set up and maintain an "Oasis" (a retreat for committee volunteers during the weekend)
- \*An opportunity to manage this area for the all of the volunteers
- ##Volunteers are needed to staff the area during the weekend.

**PARK-N-RIDE:**

- Coordinate bus service the weekend of the show
- Arrange for Park & Ride pickup/drop off sites

**PATRONS:**

- Recruit Patrons through flyers and mailings
  - Organize the Patron cocktail party and champagne viewing
  - Coordinate Patron benefits during the event (refreshments, vouchers, etc)
- ##Many volunteers are needed throughout the weekend for the Patron Registration Table and the staffing of the Patron's Tent.

**PHOTOGRAPHY:**

- Obtain photographers of all the MAF events, using volunteers or local camera club
- Coordinate with other committees regarding specific photos needed
- Compile and organize all photos for upload to MAF Flickr account (with link on MAF website) and for grants, promotion and publicity

**PRODUCTION:**

- Finalize site layouts and determine the production requirements of each committee during the event
- Procure staging, tenting, tables, chairs, and public address systems
- Coordinate with FPL and the festival's contract electrician(s) for production and distribution of power including temporary power poles, meters, junction boxes, generators and distribution cables
- Provide a source of water to required areas
- Provide material for and coordinates with the City of Melbourne the flagging of restricted areas
- Ensure that City and State codes are met within Festival areas by providing fire extinguishers and No Smoking signs where needed
- Accompany City inspectors during the final walkthrough of Festival site
- Follow up to correct deficiencies noted by inspectors
- Organize the set up and tear down of all of above
- Provide logistical support during the Festival

**PUBLIC RELATIONS:**

- Maximize publicity for the Festival
- Coordinate radio, television and printed media coverage through press releases and public service announcements
- Help recruit Committee Members, Patrons and Sponsors
- \*An opportunity to become involved in the promotional aspects of the Festival

**SCHOLARSHIP COMMITTEE:**

- Coordinate the distribution of applications for student scholarships and publicity to local schools about scholarship opportunities
  - Set up a panel of judges who will select the recipients of the scholarships and submit check requests for approved scholarships to Treasurer
  - Coordinate the gathering of art donations the weekend of the Festival, including creating a log of all donations for use when auction is held
- ###Many volunteers are needed during the weekend to pick up and secure donated artwork.

**SCHOLARSHIP ART AUCTION:**

- This event occurs in October/November every other year (next auction is in 2015)
  - Secure venue and head a committee to plan all aspects of the auction (entertainment, food, beverages, set-up, transport of art, etc)
  - Arrange printing of labels for bid sheets and determine pricing of all art
  - Coordinate procurement of tables, chairs, tablecloths, cutlery, barware, etc
- ###Many volunteers are needed during the day of the auction.

**SECURITY:**

- Coordinate all aspects of security during festival
- Secure the rental equipment (radios, golf carts) at night
- Pick up and deliver money during the Festival
- Negotiate a contract with an outside security service.

**SIGNS:**

- Obtain updated signs and banners for us during the event
- Coordinate the location and set-up of the signs and banners

**SPONSORS:**

- Obtain company sponsorship to support Melbourne Art Festival, Inc. events
- Negotiate a favorable contract with each sponsor
- Provide support to sponsors who have a booth on the weekend
- Prepare final reports, photos, framed posters and deliver to sponsors as required

**STATISTICS:**

- Ensure that statistical data on headcount is recorded during the event
  - Develop survey and arrange for surveys to be collected from attendees during the event
  - Produce final report of survey results and calculate final attendance and economic impact
- ###Many volunteers are needed throughout the weekend.

**STUDENT ART COMPETITION AND EXHIBIT:**

- Coordinate an Art Contest for Jr. and Sr. High School students, including publicity about the competition and exhibit to local school art teachers, update of application
- Coordinate delivery of artwork before Festival and pickup of artwork after the Festival
- Arrange for judging and buy ribbons

**STUDENT ART WORKSHOPS**

- Solicit artists to be instructors and organize the ten art workshops offered during the Festival weekend
  - Arrange for all supplies needed for art workshops
  - Staff art workshops during classes
- ##Volunteers are needed to register and set up sessions as well as to “booth sit” for participating artists.

**VENDING (T-SHIRTS AND POSTERSALES):**

- Order all t-shirt styles with the agreed upon artwork and printing of posters
  - Coordinate all the vending concessions (t-shirts, posters, koozies, etc.) during the weekend
  - Keep records on t-shirt, poster and other sales and submit money to Treasurer for deposit
- ##Many volunteers are needed throughout the weekend to staff the t-shirt concessions.

**VOLUNTEERS:**

- Coordinate the recruiting and scheduling of all volunteers needed the weekend of the Festival including contacting local schools and other groups who might provide volunteers
  - Work closely with committee chairs in assessing their volunteer needs and provide volunteer info to committee chairs who schedule their volunteers
  - Set-up and staff volunteer check-in and check-out during weekend and arrange small give-aways and cold beverages for volunteers
  - Maintain a volunteer list for future reference
  - Promote a positive environment for all volunteers
- ##Volunteers are needed to staff the volunteer booth throughout the weekend.

**WASTE MANAGEMENT:**

- Negotiate a contract for large & small waste receptacles and port-a-potties
  - Supervise street cleaning during and post show and maintenance of port-a-potties
- ##Volunteers are needed throughout the weekend.

**WEBSITE:**

- Coordinate with all committees to keep website updated, including applications, posting of photos, race results link, list of winning artists and student art competition winners

**ZONE CAPTAINS (sub-committee of Artists):**

- Organize volunteers to ensure the artists set up their tents in accordance with Festival, City, and Merchants' specifications on Friday night and Saturday early morning of the Festival weekend
- ##Many volunteers are needed for Friday night of setup and Saturday early morning.

##Volunteers are needed