

DELEGATING RESPONSIBILITY

The larger an event, the harder it is for just one person to run. An event-planning committee helps ensure different tasks are assigned to different people. This allows individuals develop expertise and contacts in particular fields.

The following is a suggested breakdown of tasks for delegation. Though **no event will require all these tasks** (some tasks are for volunteer events, some for entertainment events), it helps to think of the different categories of tasks entailed in an event.

Event Planning

- ▶ **clean-up/trail restoration**
 - ✓ working with Parks to survey the park ahead of time
 - ✓ identifying what work needs to be done
 - ✓ determining how many volunteers are needed
 - ✓ acquiring supplies
 - ✓ scheduling the day's activities
- ▶ **performance/fair:**
 - ✓ choosing the kinds of activities
 - ✓ contracting with performers
 - ✓ getting donations
 - ✓ arranging logistics

Pre-Event Publicity

- ✓ customizing posters and flyers
- ✓ posting flyers around the community
- ✓ making announcements at community meetings
- ✓ answering requests for more information

Media Coverage (both before & after the event)

- ✓ writing press releases & faxing them to newspapers
- ✓ making follow-up calls
- ✓ answering reporters' questions

Volunteer Recruitment

- ✓ calling through the membership list to recruit people to help out at the event
- ✓ seeking volunteers from other partner groups

Networking

- ✓ keeping important contacts (funders, partners, etc.) in the loop
- ✓ acting as a liaison to elected officials, your community board, and other community groups

Parks Contact

- ✓ dealing directly with Parks & Recreation (especially your Park Supervisor and Outreach Coordinator)
- ✓ getting permits & requesting supplies
- ✓ reserving the wenger wagon, or a Mobile Recreation Unit

Keeping Track of Tools and Supplies

- ✓ distributing supplies to volunteers
- ✓ collecting them at the end of the day

Staffing Information Table

- ✓ collecting and photocopying information about the group
- ✓ obtaining and setting up a table
- ✓ answering questions about the group
- ✓ making sure everyone signs in and that new people fill out recruitment cards.

Supervising Volunteers

Making sure everyone has a task to do and the tools they need, knows how to do the task, and knows how to be safe

Taking Photographs

- ✓ you'll enjoy a visual record of your event
- ✓ photographs also make great additions to grant proposals or reports on how grant money was spent

Clean-up

- ✓ cleaning up
- ✓ putting things away
- ✓ taking down flyers
- ✓ posting wet paint signs

Follow-up

- ✓ sending thank-you notes to funders & supporters
- ✓ watering and weeding new plants
- ✓ paying performers
- ✓ adding new volunteers to your mailing list