

VOLUNTEER HELP WANTED

Co-chairman of the 9th Annual Festival of Trees 2021

Franklin Opera House

Job Description/Timeline Prior to Festival

- In early – mid October, send invitations to donors (database already created). Donors are reachable through a group email, very efficient.
- New donors can be solicited, often members of the board helping to spread the word.
- Deadline for donors to return application form approximately November 5th.
- Update database with information from donor returns.
- Co-chairs schedule a meeting to finalize forms needed for the festival.
 - There are forms that have already been created and used in previous years.
- Late November, notify donors of the date and time for setting up their items (generally Thursday afternoon prior to the start of the festival).
- One Co-chair generally takes care of producing the forms used during the festival, signage and setting up a schedule of volunteers needed for set-up, selling raffle tickets and take down.
- We have already identified a good core of volunteers but always welcome newcomers.

Description/Timeline Week of Festival

- Be at the Opera House generally from 2 – 6 pm on the day before the festival starts to welcome donors and show them where to set up their tree, wreath, or other holiday item.
- During festival hours, be sure volunteers are in place at the raffle table or wherever else needed. We have a good core of box office helpers.
- Co-chairs can work out a schedule for being present during the festival which runs 2 weekends, generally Friday through Sunday.

After the Festival

- Go home and relax.
- Write thank you letters to donors and winners (sample letters already available).
- Write up a report plus any suggestions that can be reviewed at the next board meeting
- Merry Christmas
- Repeat in 2022.