

EVENT RESPONSIBILITIES

Event	Volunteer/Event Chair Responsibilities	Administration Responsibilities
Music in the Park	Recruit volunteers to help at info booth, greet attendees, help with community outreach	Book bands, verify contracts and insurance, coordinate stage/equipment, manage payments
Slow Roll (bike ride)	Help recruit volunteers to guide riders, hand out maps, assist with registration	Route planning and safety coordination with Police and Fire , insurance verification, event logistics, permits
Movies in the Park	Recruit volunteers for setup, distribute snacks, help with crowd control	Movie licensing, screen and sound setup, electrical needs, insurance, permits
Easter Egg Hunt	Coordinate volunteers to hide eggs, manage check-in, help crowd control	Purchase eggs, safety supervision, coordinate park setup with Administration, oversee sanitation, permits
Bus Trips	Assist with participant registration, check-in, distribute information, assist participants with boarding and exiting	Coordinate bus contracts, verify insurance, manage payments, communicate trip logistics and schedule, handle liability and permits