

Special Event Volunteer Committee Guidelines

1. Purpose

The Special Event Volunteer Committee is an established, enthusiastically community-minded group formed to collaborate with the Willard Parks Department in the planning, organization, and execution of a specified event to be executed at a specified date. The committee will work in conjunction with the Willard Parks Department to ensure a successful event that aligns with the mission and goals of Willard Parks & Recreation and the City of Willard, Missouri.

As the Parks Department holds final responsibility for events bearing its name, it retains authority over all project phases. If challenges arise, Parks may resume direct planning to ensure success.

2. Structure & Reporting

- The committee should consist of no less than 3 and no more than 5 members, selected based on experience, expertise, and interest in the event.
- The committee will report directly to the Event Coordinator, or default to the Parks Assistant Director if a coordinator is not established by the Willard Parks Department, who will provide oversight and support. Willard Parks retains the authority to approve or disband committees and as stated above, because the parks department holds final responsibility for events bearing its name, it retains authority on all project phases.

3. Roles & Responsibilities

Committee Members

Each member's duties should be clearly identified to facilitate communication with the Willard Parks Event Coordinator/Assistant Director as necessary.

Each member will take on a specific role to distribute responsibilities effectively. The following are suggested roles and may be modified depending on the event. Example:

1. **Chairperson** – Leads committee meetings, coordinates tasks within the committee, serves as the primary liaison with the Event Coordinator/Parks Assistant Director, and ensures deadlines are met.
2. **Volunteer Coordinator** – Recruits, assigns, and communicates with event volunteers, ensuring proper training and scheduling.
3. **Marketing & Outreach Lead** – Promotes the event through social media, flyers, press releases, and community outreach efforts.
4. **Sponsorship & Fundraising Coordinator** – Identifies potential sponsors, secures donations, and manages fundraising initiatives.
5. **Logistics & Operations Coordinator** – Oversees event setup, supplies, permits, safety protocols, and day-of operations.

4. Meetings & Communication

- The committee is expected to provide a timeline with incremental goals for the project to the Willard Parks Event Coordinator/Assistant Director. Willard Parks will provide an example timeline for guidance in print and in the committee's shared drive location. See attached sample.
- All records and timelines should be shared with the Event Coordinator in a shared folder or designated format.
- The committee will meet weekly, biweekly, or monthly leading up to the event according to committee member agreements.
- Additional meetings may be scheduled as needed by committee members or Parks staff.
- Members are expected to provide updates and communicate regularly through email, phone, or in-person check-ins with the Event Coordinator/Parks Assistant Director.
- The Event Coordinator/Parks Assistant Director will establish acceptable communication hours for phone and email with the department and provide response windows to be expected from Willard Parks staff.

5. Term & Commitment

- Committee members will serve from the start date through the completion of the event and post-event evaluation.
- Time commitment will vary, but a predetermined number of hours per month should be established as expected leading up to the event.

6. Expectations

- Any funding requests for event needs should be communicated and justified in email in accordance with the committee's stated timeline to ensure adequate time for the departmental review and to accommodate the City purchase policy approval process, see purchasing policy (130.040).
- All committee members and staff will act professionally and represent Willard Parks & Recreation positively.
- Collaborate and communicate effectively and with respect within the committee, with outside entities, and with City staff.
- Follow all department policies and procedures.
- All print and digital marketing should be created or approved by the event coordinator/Assistant Director.
- Attend scheduled meetings and complete assigned tasks in a timely manner.

7. Post-Event Evaluation

After the event, the committee will participate in a debrief session to discuss successes, challenges, and improvements for future events. A template will be provided by the Willard Parks Department to guide thoughtful discourse. A final report will be submitted to the Parks Assistant Director.

8. Committee Evaluation

To evaluate committee effectiveness, transparency, compliance, and impact, the Assistant Parks Director will conduct a committee effectiveness evaluation following the closure of the post-event evaluation and submit it to the Director of Parks.

Evaluation will be conducted based on each of the following contributions to the committee on a 1-5 scale with 5 being the most effective, transparent, compliant, and impactful. Commentary is optional and encouraged on each. Willard Parks may modify, amend or adjust the assessment depending on the event, goals, or other factors deemed worthy of soliciting additional feedback.

1. Did the committee keep the purpose itself in mind throughout the project and complete the event according to that purpose?
2. Did the committee adhere to the established structure and reporting expectations throughout the project?
3. Were committee roles established and did members function in their roles to the best of their ability?
4. Did committee members schedule and attend meetings and send updates/questions to the event coordinator or Assistant Parks Director in a timely manner?
5. Did the committee establish hours-per-month predictions and did committee members make every effort to meet those expectations?
6. Did committee members communicate and collaborate effectively and respectfully within the committee and with outside entities?
7. Did the committee follow all department policies and procedures?
8. Did committee members discuss the post-event evaluation effectively?

Special Event Volunteer Committee Formation Request Application

Applicant Information

- Name of Individual/Group Requesting: _____
- Contact Person: _____
- Phone Number: _____ Email: _____
- Date of Request: _____

Event/Project Details

- Name of Event/Project: _____
- Date of Event/Project: _____
- Brief Description of Event/Project:

Purpose of Volunteer Committee

Committee Structure

- Name of Committee Leader: _____
- Names of Committee Members (Minimum of 3, Maximum of 5):
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- Member Responsibilities/Titles:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Acknowledgment

I understand that submitting this request does not guarantee approval. The Parks Director reserves the right to approve or deny this request based on feasibility, alignment with department goals, and available resources. If approved, the committee agrees to follow all Parks Department policies and guidelines, including the "Special Event Volunteer Committee Guidelines."

Signature of Committee Representative: _____ Date: _____

For Internal Use Only

Decision:

Director Feedback/Comments:

Director's Signature: _____ **Date:** _____

Event Planning Timeline Sample

3–6 Months Before the Event

- Define the event purpose and goals
- Meet with Event Coordinator or Assistant Director for review of City procedure in events
- Set a date and time
- Establish a budget
- Choose a venue and secure booking
- Hire key vendors (caterer, photographer, entertainment, etc.)
- Create a theme or concept for the event
- Solicit sponsors and event partners
- Coordinate with police (if needed)

2 Months Before

- Confirm vendors and finalize contracts
- Plan event schedule/run-of-show
- Begin designing event materials (signage, programs, etc.)
- Order supplies or rentals (tables, chairs, decor)
- Establish and coordinate utilities and amenities

1 Month Before

- Confirm logistics with all vendors (maps, marketing materials, etc)
- Create seating chart, event map, parking or layout plan
- Prepare speeches, presentations, or activities
- Buy or gather decor, favors, gifts
- Schedule walkthrough with the venue/Parks
- Pre-event planning meeting with police (if needed)
- Establish staffing needs/ begin scheduling

1 Week Before

- Confirm staffing needs
- Pick up printed materials, décor offsite
- Prepare emergency kits (tape, scissors, first-aid, etc.)
- Check weather (if outdoors) and arrange backup plan if needed
- Final meetings with the team/vendors/volunteers

Day Before

- Set up venue (if possible)
- Pack all materials and supplies
- Do a final checklist review

Event Day

- Arrive early and oversee setup
- Check in with vendors

- Monitor timeline and flow

Post-Event

- Collect feedback (if applicable)
- Evaluate success and take notes for future events
- Submit all evaluations to the Event Coordinator/Assistant Director