



**World Day on the Mall
Planning Committee
Volunteer Packet**

3/11/2011

Welcome to the World Day on the Mall Planning Committee.

Since 1997, World Day on the Mall has connected people from all walks of life to celebrate Diversity. We are able to spread this important message because of people like you who are willing to take the time to step up and be a part of this vital effort.

This packet contains information designed to help maximize your experience on this committee. Your role is important – this event would not exist without the hard work and dedication of volunteers just like you.

What we expect of your time is straightforward. We ask that you work hard, focus on the tasks, work within deadlines, and communicate with other members of the team. Most importantly, we expect you to have fun and for this experience to be a worthwhile and meaningful one for you.

To that end, if you have any questions during any phase of the planning, if there are any issues, please do not hesitate to bring these to my attention. Your opinions matter and your input is appreciated and expected, every step of the way.

I would like to personally thank you for your interest and your generous donation of time and effort. I look forward to working together to make World Day on the Mall 2011 our best event yet.

Charles Roberson
Chair
World Day Planning Committee

Committee Assignments

The World Day on the Mall Planning Committee is composed of ten Sub-Committees that are specialized in different components of the event planning. While it is important to note that each of these sub-committees is separate and distinct in their functions, many planning tasks can either fall between sub-committee scope or be dependent upon one another for completion. Because of this, it is important for committee members to communicate their activities to the group at large, while still maintaining a sense of autonomy. The expectation of the chairs for each of these sub-committees is to maintain that balance, and to advise the group of possible roadblocks to meeting deadlines or accomplishing tasks.

In choosing a sub-committee assignment, you should first look at areas where you feel comfortable or have an interest. We will do our best to accommodate your assignment, with the understanding that if there is a specific, urgent need in a particular area, we may ask that you help us fill that particular need first.

What follows is a description of each of the sub-committees. In addition to the sub-committees, there are other Special Project areas and “day-of” tasks that may interest you, as well. To sign up to be a part of a sub-committee or a special project team, please complete and return the provided Sub-Committee Volunteer Sign-Up Sheet, and return it to the Planning Committee Chair.

Sub-Committees for World Day on the Mall

Administration

- Schedule committee meetings
- Facilitate communication
- Assist in fundraising
- Budget analysis
- Petty cash
- Planning – establish action items, maintain timelines
- Reserve bulletin boards, hospitality room, and lower level NSOB conference rooms
- Secure event permits – Parks & Rec., City Event permit, Health Dept. permit
- Update and contact Building Division to hang event banner
- Update sponsor banner
- Formulate plan for opening ceremony and emcee
- Contact Governor's office re: keynote speaker
- Summarize evaluations
- Host debrief session
- Arrange method of thanking collaborators, committee, etc.

Community Outreach

Build the network between State employees and community members to enhance the World Day event and to increase participation

- Community emphasis (correspondence to)
 - Schools
 - Cultural Centers
 - Daycare Centers
 - Assisted Living Centers
 - Businesses and organizations
- State/County/City Employee emphasis
 - Areas around Lincoln
 - Areas outside of city

Communications/Electronic Media

- Website Maintenance
- Communication coordination

Grants/Fundraising

- Research funding sources
- Complete grant applications and prepare final reports
- Contact community businesses and organizations for sponsorships/donations
- Maintain communication with Finance Chair

Logistics

Setup & teardown -- make sure all equipment is in its proper location on the day of the event; work closely with the Vendor Coordination sub-committee

- Work with Vendor Chair re: # of vendor tables and chairs
- Work with State agencies and Building Division to secure indoor and outdoor tables, chairs, and cubicle walls – vendors and dining area
- Reserve flags from UNL – arrange for transportation and payment
- Contact Dept. of Roads re: cones (traffic, not ice cream)
- Arrange parking
- Work with Hospitality Room Chair – coolers, ice, etc.
- Contact Dept. of Corrections for set-up staff (tables, chairs, stage)
- Reserve stage and arrange time for pick up

Entertainment

- Research and contact entertainment acts
- Compose and mail cover letter, agreement, and W-9
- Maintain communication with confirmed acts
- Arrange for hosts for entertainers
- Submit agreements to Budget Chair for payment
- Compose and mail thank you letters

Marketing

- Update media contact list
- Work with graphic artist to design marketing concept for all promotional materials
- Media contact – TV, radio, newspapers (arrange interviews and on-site coverage)
- Design and distribute posters and flyers
- Develop material for NSOB bulletin board – 1st floor
- Develop and print event program and evaluation forms
- Contact photographer and arrange payment with Finance Chair
- Arrange for Information Booth coverage

Presentations

- Research and contact presenters
- Compose and mail cover letter, agreement, and W-9
- Maintain communication with confirmed presenters

- Arrange for presentation hosts
- Reserve meeting rooms for presentations
- Submit agreements to Budget Chair for payment
- Compose and mail thank you letters

Vendors (food and information)

- Research and contact informational vendors
- Research and contact food vendors
- Develop/revise vendor packet information
- Maintain communication with vendors
- Prepare vendor map – work with Logistics Chair
- Compose and mail thank you letters

Volunteer Coordinator

- Contact/secure volunteers for the day of event
- Assign volunteers to areas of responsibility
- Maintain volunteer list

Special Projects

Hospitality room

- Contact businesses for food/drink donations
- Work with Logistics Chair – coolers, ice
- Arrange staffing
- Pick up and set up food, clean up the room
- Thank you letters

Drawing/Give-Away Bags

- Contact businesses, organizations, agencies re: donations
- Assemble give-away bags
- Arrange drawing/give-away process
- Send thank you letters

T-Shirts

- Discuss T-shirt design options with committee members
- Work with Marketing and graphic artist re: designs
- Discuss T-shirt and ink colors with committee
- Secure T-shirt sizes
- Contact business re: T-shirt donation
- Work with T-shirt design company re: deadlines and pick-up of shirts

- Distribute shirts to committee members
- Send thank you letter

Flier deliverers

- A list of businesses who will allow us to post fliers in their windows, sorted by zip code. About a month prior to the event, volunteers will distribute the fliers so proper notification of the event is available to the public.

Mall Art Projects/Student Art Display (NSOB Bulletin Board, 1st floor)

- Contact school to secure participation in student art activity and art display
- Communicate re: event theme
- Communicate re: art supplies and procure/deliver supplies to school
- Determine # of tables needed by school and communicate with Vendor Chair
- Determine mall art project – “make and take”
- Arrange for supplies for rubber stamping card project
- Arrange for staffing of art tables
- Return art display items to school

“Day Of” Opportunities

In addition to sub-committees and the Special Projects teams, there are also opportunities for assignments on the day of the event. Many of our volunteers who are not officially on the Planning Committee still are able to assist us with these “day of” activities. As we continue with planning, if you, or others you know, would like to assist on the day of the event, please let a member of the Administration sub-committee know, so that we can get them some information.

The following positions are specific duties that need to be completed either the day of or prior to the event.

Parking Lot Attendants

Four volunteers will be required for this position: two from 9:00 until 10:00 and two from 10:00 until 11:00. One will be at each entrance of the south parking lot. They will assist vendors with the location of the available parking positions and guide them to the event via the capitol. They will be given cards to be placed on the dashboard of their car so security will know that the vehicles have approved parking. A list of valid license plates will be available to check off as an approved vehicle. If someone comes in that isn't on the list, ask for their name, business and association with World Day. As long as there is space available, do not turn them away. If they are on the list but not the license plate number, put the correct number and allow them access.

Supplies: Dashboard Vendor Identifications, List of License Plates, Emergency Phone number List, take your personal cell phones for your own convenience.

Vendor Drop-off Assistant

Six volunteers will be required for this position: three on the north side of Centennial Mall on L Street and three on the south side of Centennial Mall on M Street from 9:00 to 10:00.

They will assist with removing items from vans or cars quickly and putting them on a four- or two-wheel carts so the vendors have something to move their items to their booth. The goal is to keep the loading zone available for the next vendor as quickly as possible.

They will then supply the vendor with a map to the parking lot.

When it looks like all vendors have arrived, pull the cones in from the street and put them on the sidewalk. They will need to go out into the street again when vendors are tearing down again. Put the carts and two wheelers removed from visible access until tear down again. Location will be identified the day of.

Supplies: Emergency Phone number List, take your personal cell phones for your own convenience, Parking Maps, Vendor Table Maps, Carts and 2 wheelers.

Vendor Assistants

Four volunteers will be required for this position: two outside, two inside. 9:00 – 10:00 (until all vendors are completely set up). Working with the vendor chair, identify the vendors that have special needs such as WI-FI, water, electrical, etc. Make sure tables are set up correctly according to the map provided by the Vendor Chair.

Outside Assistants

Place rolled paper on the dining tables when they are set up. The paper rolls will be in the hospitality room. Use masking tape to secure them to the tables.

Supplies: Emergency Phone number List, take your personal cell phones for your own convenience, tape, staples, Vendor Table Map, pen.

Information Booth

Eight volunteers will be required for this position: two per hour from 10:00 until 1:30. The volunteer check-in sheet will be at this booth. They will assist with volunteers, evaluations, vendor inquiries. The last shift will assist with taking the flags down. They each need to be rolled securely and tied down with a rubber band.

Supplies: 1st aid, cell phone, Emergency Phone number List.

Evaluation Table

Five volunteers will be required for this position: two per hour starting from 11:00 – 1:30. They will accept all the evaluations and assist with the board by having attendees trace their hands, and placing the cut-outs on the tree. Evaluation forms will be available on this table to be completed.

Supplies: pens, scissors, T-pins, Evaluation Forms.

Evaluation Mixers

Two volunteers will be required for this position: One from 10:00 12:00 and one from 12:00 to 1:00. Put programs on dining tables, hand out evaluations to guests. Offer to pick them up or identify where they can be dropped off at. (Inside at the tree table or at the information booth.) Collect recyclable items from vendors and drop them off at our recycle bins, which will verify that we are green conscientious.

Supplies: Pen and paper to take notes of items that could be used for improving the event, Evaluations, rocks to weight down evaluations if they place them on tables.

Art Table Assistant

Guidance will be given by the Chair of the Art Table. Each year there may be a different activity that will be worked on. This year's activity is decorating World Day bags with stamps, glitter, etc. Supplies will be provided by the Art Table Chair.

Card Table Assistant

Guidance will be given by the Chair of the Card Table. Each year there may be a different activity that will be worked on. This year's activity is stamping cards with ink stamps. Supplies will be provided by the Card Table Chair.

Emcee for Presenters

Two volunteers are needed (or one person can do both if s/he is willing): one 9:30 – 11:15 and one 12:30 – 2:15. This individual should be comfortable with public speaking and knowledgeable of the presenters. Experience in Speech Crafters or Toastmasters would be helpful. They will meet the presenter(s) as they arrive at the NSOB, escort them to the Hospitality Room (if they need refreshments and/or supplies), and then take them to their presentation rooms. They will help with any setup needs, make sure the presenter has everything they need for their presentation (chart paper, water, etc.), introduce the presenter, ask attendees to fill out and leave evaluation forms, collect the forms, help the presenter gather up presentation items afterwards, and deliver them to the Hospitality Room (to relax and have refreshments after their presentation). It is best for this volunteer to remain in the room during the presentation, rather than attend only at the beginning and end.

Sub-Committee/Special Project Volunteer Sign-Up Sheet

Name: _____

Email: _____

Phone Number: _____

Agency (if applicable): _____

Desired Assignment(s):

Hours Tracking: As volunteers, we need to track how much time we spend working on this project. We need the information for grant reporting purposes. Attached is a Volunteer Service Hours report form. Please use this form to record your hours. After another successful World Day on the Mall, complete the form with the day-of hours and return the form to Pat Cruz, the Volunteer Coordinator.



**Volunteer Service Hours
 HOUR REPORT AND VERIFICATION**

Name			Email			
Phone			Agency or Business			
Organization: World Day on the Mall Committee Chair: Charles Roberson Volunteer Coordinator: Pat Cruz			Address: 301 Centennial Mall South Lincoln, NE 68509 Web: www.nebraska.gov/worldday			
Event Only Date	Hours	Activity				Committee Initials
		Meetings	Planning	Research	Comments	
Total						
FINAL REMARKS AND SIGNATURES						
Service Organization:						
_____ Signature						
Volunteer						
_____ Signature						

World Day Timeline (not all-inclusive)

February

- Finalize theme
- Create and send grant applications
- Craft and send fundraising packet

March

- Create logo/artwork
- Contact schools
- Begin Volunteer Outreach

April

- Select entertainment
- Select presenters
- Create and distribute Save the Date cards
- Mailings to local contacts, senators, schools, etc.

May

- Begin Advertising
- Permit acquisition
- Begin contacting new Booth vendors

July

- Flyer distribution

August

- Volunteer coordination
- Logistics for day-of event

September

- Hold event ☺

Contact Information

For more information, visit our website at <http://www.nebraska.gov/worldday/>

Committee Chair:

Charles Roberson, Chair

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