

## Carnival Volunteer Position Descriptions



### SKATE AMHERSTBURG CARNIVAL VOLUNTEER POSITION DESCRIPTIONS

Thank you all in advance for volunteering!! Without your help, we definitely can not have a Carnival this year!

#### CARNIVAL CHAIR

##### **CO-CHAIRS:**

**Sheila Treleaven and Jennifer Grant**

The Chairperson for Carnival is responsible for the organization and planning of all off ice tasks surrounding Carnival. This is achieved by working directly with Carnival Sub-Committee Chairs to ensure that they have everything they need to complete their tasks, be available for support and assistance whenever needed. Apart from working directly with Sub-Committee Chairs, the Carnival Chair's responsibilities are:

- Book Arena for Dress Rehearsal and Carnival
- After Technical Director and Coaches have chosen a theme, begin organization
- Recruit/Establish Sub-Committee Chairs
- Review and Update Carnival Volunteer Descriptions
- Review and Update Information To Parents
- After Fall/Winter Registration, contact the Registration Chair to obtain a list of skaters, their parent's name, phone numbers and e-mail addresses. These lists will be given to the Volunteer Sub-Committee Chair to recruit volunteers for other Sub-Committees. Contact the Registration Chair to update the lists after Winter/Spring CanSkate Registration
- Download, complete and send in the Application For Carnival or Exhibition Form – see Skate Canada Website – [www.skating-wos.on.ca](http://www.skating-wos.on.ca)
- Book Photographer
- Book Videographer
- Arrange for Sound System Operator
- Contact the Town for Licence to operate the 50/50 at Carnival and complete
- Arrange for EMS Event Coverage – usually St. John Ambulance
- Set and book a date to meet with all Carnival Volunteers as a large group
- Notify arena concession operators of the date and times of Carnival
- Arrange for someone to sing the National Anthem
- Work directly with Sub-Committee Chairs and schedule and receive regular status updates
- Send an invitation to Carnival to the Mayor

#### CARNIVAL SUB-COMMITTEE CHAIRS

It will be the responsibility of all Sub-Committee Chairs to contact the Chair of the Volunteer Sub-Committee to obtain the names of the people who want to volunteer in their area. Sub-Committee Chairs will be responsible for contacting and scheduling their volunteers. Sub-Committee chairs will stay in contact with Carnival Chair(s) for periodic status updates or seek out assistance – either by e-mail or by meetings. The Carnival Chair(s) will be their point of contact. For 2010 the Co-Chairs will be Sheila Treleaven and Jennifer Grant. Either may be contacted by e-mailing [skate\\_amherstburg@yahoo.ca](mailto:skate_amherstburg@yahoo.ca) or, once the website is up, at [info@skateamherstburg.ca](mailto:info@skateamherstburg.ca). **NOTE: IF YOU RECRUIT YOUR OWN VOLUNTEER, WITHOUT GOING THROUGH THE VOLUNTEER COMMITTEE, IT IS IMPORTANT THAT YOU NOTIFY VOLUNTEER COMMITTEE CHAIR. THIS IS SO THE VOLUNTEER COMMITTEE CAN CROSS THAT PERSON OFF OF THEIR LIST OF PARENTS TO CALL.**

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### ADVERTISING SALES SUB-COMMITTEE:

#### REQUIRED:

#### **MINIMUM 1 CHAIR - Filled** **MINIMUM 1 ADVERTISING SALES REPRESENTATIVE**

**CHAIR:** **Sheila Treleaven**

The Chair of this Sub-Committee will be responsible for working together with one or more volunteers who will visit/contact local business for the purpose of purchasing advertising space in our Carnival Program. This will help defray the cost of printing the Program. We offer 3 different size Ads for sale. The Chair of this committee will work closely with the Chair of the Print Production Sub-Committee.

Advertisements are sold as follows:

Business Card (landscape)	\$30
Half-Page (landscape)	\$50
Full Page (inside – portrait)	\$75
Full Page (outside back cover – Portrait)	\$100

### COSTUME SUB-COMMITTEE:

#### REQUIRED:

#### **MINIMUM 1 CHAIR - Filled** **MINIMUM 24 VOLUNTEERS AS FOLLOWS:**

**Measuring & Registration – 14**  
(StarSkate – 8 – one for each hour for 2 weeks)  
(CanSkate – 6 – two for each session over 2 weeks)

**Sewing – 6** (one for each StarSkate line)

**Costume Distribution – 12**  
(1 each hour, 2 each CanSkate session)

**Costume Collection – 6**  
(one for each dressing room)

**Washing – 4**

**CHAIR:** **Sharon Kawai**

The Chair is responsible for obtaining music from the coaches and using the costume book to determine which line will use which costume. If appropriate costumes are not available, the chair will purchase fabric at best possible price and provide sewing group with sizing and patterns. The chair will produce tags using an existing Excel spreadsheet to attach to each hanger. As costumes are created you will need to pull bodysuits and match them with the appropriate sized skirts/tops for each skater. If you require additional bodysuits you will need to purchase them. Motions requires a minimum of 6 weeks to ensure timely delivery and they will give us a bulk discount.

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The chair will co-ordinate the schedule for measuring, distribution and collection of costumes so that each volunteer works during their skater's regular skate time. The chair will also ensure that the washing volunteers receive their bodysuits in a timely fashion so that they may be returned prior to the end of skating.

Once all items have been returned to the closet, the chair will return the items to their correct box for the following year.

### Measuring & Registration

Measuring for Junior, Intermediate and Senior skaters will take place beginning on October 15, 2009 and will run until October 26, 2009 during regular skating sessions. CanSkate measuring will take place in January. A list of all skaters will be provided. As each skater reports for measuring you will take 4 measurements for the girls and 3 for the boys; chest, waist, hips and girth with girth not being necessary for the boys. After all measurements have been recorded, you will accept payment of \$10 and a deposit of \$30 and record. Junior skaters will need to choose either the Monday line or the Friday line. If an Intermediate or Senior skater only skates on Friday they will also have to choose either the Monday or the Thursday line as there is no Friday line for these groups.

### Sewing

Once all measuring has been completed and line sizes finalized, you will be provided with all materials, a pattern and instructions for one line. Depending on the line size, you may be sewing as many as 20 skirts and/or tops. You will be provided with a list of how many items you will need and what sizes are required. All costumes will need to be completed prior to March 1, 2010 or sooner if possible in order for the chair to put the lines together.

### Costume Distribution & Collection

Costume distribution will occur on March 25, 26 and 29, 2010 during all skating sessions. A schedule will be posted in the costume room upstairs. The costumes will be arranged alphabetically and a master list will be provided. When the skater and/or parent picks up the costume they will need to initial the master list. You will also need to hand them an information brochure, one free ticket per family to the evening show.

Please advise the parents to have the outfit tried on as soon as possible. Each costume has a tag that lets parents know when they can return it if there is a major problem with the costume. Sharon will also be available on dress rehearsal night (Thursday, April 8, 2010) with her sewing machine for last minute problems.

Please DO NOT substitute one costume for another if the parent says their child's doesn't fit. Take the costume back and write down the problem on the back of the tag. Advise the parent that Sharon will contact them shortly and place the costume in the marked area.

If you are scheduled to assist with returns, please report to your assigned dressing room number immediately following the final show. Each dressing room will be provided with 2 boxes. As each skater leaves the room please return the parent's cheque and place items worn directly against the body (bodysuits and turtlenecks) in one box and all other items (vests and skirts) in the other.

### Washing

If you have volunteered to wash bodysuits, the chair will provide you with a single colour of bodysuit and/or a group of lights or darks. Please wash them in cold/cold, no bleach. They

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can be dried on a low setting. Please do not use hot water or a hot dryer as this will cause the lycra to deteriorate. Please return all bodysuits to the rink by Friday, April 16, 2010.

DECORATION/PROP SUB-COMMITTEE: (Includes Set Up and Take Down)

REQUIRED:

**MINIMUM 1 CHAIR - Filled**  
**MINIMUM 25 VOLUNTEERS FOR SET UP**  
**MINIMUM 20 VOLUNTEERS FOR TAKE DOWN**

**CO-CHAIRS:** **Jen Duguay and Tina Doyon**

Committee chairs will be responsible for designing/purchasing decorations and props to fit the Carnival theme as well as organizing a large group of volunteers for Carnival Day. Decorations will be needed for inside the arena, including on ice props as well as the lobby - See Carnival Chair for detailed instructions based on past carnivals.

Volunteers for this committee must arrive at the arena by 8:30 am on Carnival Day – we need to be finished by 11:30 a.m. Many individual curtain panels need to be hung inside the arena and then the curtain will need to be decorated. We need to line the boards in the arena with plastic table cloths and string lights on top of the boards. The inside windows behind the curtain will need to be covered up with plastic table cloths. The lobby needs to be decorated to suite the theme.

Prop Tear Down

After the 2<sup>nd</sup> show, the curtain and all decorations need to be taken down. This generally takes about one hour.

DOOR ATTENDANT SUB-COMMITTEE: (Includes Internal and External Doors)

REQUIRED:

**MINIMUM 1 CHAIR**  
**MINIMUM 2 VOLUNTEERS FOR EACH SHOW - INTERNAL FRONT DOORS**  
**MINIMUM OF 1 VOLUNTEER FOR EACH SHOW - EXTERNAL DOOR SECURITY**

**CHAIR:** **Tricia Peddie**

It is the responsibility of the chair to ensure we have door attendants for carnival and that they are at their assignment prior to show time.

Door Attendant

Doors open one hour prior to show. Please arrive at least 10 minutes before doors open – (1 hour and 10 minutes before show time) in case people start lining up early and we have to open earlier - although we have asked parents not to arrive more than one hour prior to show time. You will need to be at your station and ready to collect tickets by that time and remain until 10 minutes after show time. Everyone over the age of 3 should have a ticket. We will use the collected tickets from each show to give us the attendance count for each show so please do not rip or destroy the ticket. Stamp guest's hand after collecting the ticket in case they want to leave and come back into the arena. If someone needs to purchase a ticket, please direct them to the ticket sellers on duty.

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### External Door Security

Arrive 1 hour and 10 minutes prior to show time. As people start to arrive, ask them to please have their tickets ready to move things along quickly. Inform them that if they wish to purchase tickets they need to see the Ticket Sellers. The Ticket Seller Station will be clearly marked. Once the show begins, circulate about the lobby and just be a "presence". There is an exterior door at the far side of the snack bar that is an emergency exit only. Try and keep an eye on this door as well. No one should be entering through that door.

### DRESSING ROOM SUB-COMMITTEE:

#### REQUIRED:

**MINIMUM 1 CHAIR/CAPTAIN/CO-ORDINATOR - Filled**  
**MINIMUM 1 VOLUNTEER TO ASSIST THE CHAIR**  
**MINIMUM OF 1 SUPERVISORS IN EACH CANSKATE DRESSING ROOM FOR EACH SHOW (POTENTIALLY 12 SUPERVISORS IF THEY EACH COVER ONE SHOW)**  
**MINIMUM OF 3 VOLUNTEERS FOR EACH SHOW, 1 FOR EACH JUNIOR, INTERMEDIATE, SENIOR DRESSING ROOM**

#### **CHAIR/CAPTAIN/CO-ORDINATOR:**

**Tricia Peddie**

### Dressing Room Captain/Co-Ordinator

Arrive 45 minutes prior to show time. Skaters have been asked to arrive at least ½ hour prior to show time. Ensure that only one parent accompany the CanSkater to their dressing room. No one else should be in the dressing room area. Please ask friends and family to remain outside the dressing room.

There are 3 CanSkate Dressing Rooms with Parent Supervisors in each dressing room and you will be their captain/liaison. They will go to you with their questions and receive their instructions from you. Circulate between the dressing rooms and assist the Supervisors in anyway needed. They will not be able to leave the skaters so you will need to go to them. You will be the "go to" person if the parent does not have the coloured index card to pick up their skater. When this happens the parent will be asked by the Dressing Room Supervisor to find you. Accompany the parent back to the dressing room to pick up their skater. Use your best judgement. Usually the child will indicate that they know the person picking them up. At the end of the show, collect the Skater Attendance Sheet from the Dressing Room Monitors and hand it in to the Carnival Chair.

### Dressing Room Supervisor – CanSkate Dressing Rooms

**CanSkate Supervisors**, please arrive 45 minutes prior to show time and know which dressing room you are to assist in before you arrive. If you are unsure, please contact the Dressing Room Captain/Co-Ordinator before you arrive at the arena. Please be prompt as you do not want skaters arriving before the supervisor. Skaters have been asked to arrive at least ½ hour prior to show time – EVEN IF THEY ARE ONLY SKATING IN THE SECOND HALF OF THE SHOW. Please see your Dressing Room Captain/Co-Ordinator upon your arrival. You will be given a list of skaters who belong in your dressing room along with a clip board. You will also be given a coloured index card for each skater on your list. The index card will already contain the skater's name. Check the skater in (by placing a checkmark next to the skater's name) as they arrive and hand the parent a coloured index

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card with their skater's name. Inform the parent that they will need to present this coloured index card when they pick their skater up at the end of the show.

The skaters will remain with the Dressing Room Supervisors for the entire Ice Show – even during Intermission. All skaters will be participating in a Grand Finale at the end of the Ice Show. One parent will be allowed in during Intermission if they wish to visit with their skater during intermission. Parents will be informed that if they check out their skater before the end of the Ice Show, they will need to wait until Intermission when they are back in the dressing room. If a parent can't wait until Intermission and must take their skater after they have performed, please ask them to wait until all skaters have returned to their seat in the arena and then check out the skater. If they check out their skater before the end of the show, however, the skater will have to remain with the parent for the remainder of the show and therefore will not be able to skate in the finale.

**About 15 minutes before the show is to begin**, start lining up the skaters in your Dressing Room. They should be already seated in the arena (in order of performance as best you can) when the show starts. The Dressing Room Captain/Co-Ordinator will assist you. Have the skaters bring their coats with them and seat the skaters in the reserved area of the arena. Watch the order of the program and 2 numbers before your skaters are to perform, bring your group to the Coach who will meet them at the ice. The rest of the skaters will remain seated with their Dressing Room Supervisor.

**Please Note:** There will be Costume Volunteers in each dressing room at the end of the final show to collect costumes.

### Dressing Room Supervisor – Junior, Intermediate & Senior Dressing Rooms

Arrive 45 minutes prior to show time. Skaters have been asked to arrive at least ½ hour prior to show time.

**Junior Dressing Room Supervisors** – please do not allow men in the dressing room as some of the skaters may be changing. Please ensure that the Junior skaters are seated in the arena before the show starts. They may bring their jackets with them. You will need to stay with the Junior skaters for the entire performance. Some of them are still too young to stay on their own and need to be reminded when to enter the arena. The door separating the CanSkate Dressing Room and the Junior Dressing Room will be locked.

Please Note: There will be Costume Volunteers in each dressing room at the end of the final show to collect costumes.

**Intermediate and Senior Dressing Room Supervisors** – Intermediate and Senior skaters are generally older and it will be their responsibility to see that they are ready to skate with their group at the appropriate time. Once they have checked in with you, your job is complete. If there are skaters that have not checked in with you by the time the show starts, please notify your Dressing Room Captain/Co-Ordinator and return the attendance sheet to her.

**Please Note:** There will be Costume Volunteers in each dressing room at the end of the final show to collect costumes.

**For all Dressing Room Supervisors**, please ask the skater their name as they arrive and check them in on your attendance sheet. This is to let us know that the skater has arrived and will be skating. Return your Skater Attendance List to the Dressing Room Captain/Co-

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Ordinator after each show. The skating line up will be posted in the Junior, Intermediate and Senior Dressing Room.

ENTERTAINMENT/HOSPITALITY SUB-COMMITTEE: (Guest Skater/Dinner between shows, Master/Mistress of Ceremony)

REQUIRED:

**MINIMUM OF 1 CHAIR - Filled**

**MINIMUM OF 1 VOLUNTEER TO ASSIST THE CHAIR**

**MINIMUM OF 1 FOR MASTER/MISTRESS OF CEREMONIES - Filled**

**CHAIR: PAM BRUSH**

The chair is responsible for contacting other skating clubs, coaches, Skate Canada WO to search for a skater to fill the guest skater spot on the program. The Chair will be in contact with the guest skater's coach and parents to relay and obtain information such as the skater's biography and photograph for the Program. Once obtained this information needs to be sent to the Print Production Sub-Committee Chair. Possible resources for seeking out a Guest Skater would be our own Technical Director, Cathy Fox, Skate Amherstburg Coaches or Lori from Skate Canada Western Ontario - 519-686-0431, [www.skating-wos.on.ca](http://www.skating-wos.on.ca).

As Chair of this committee, you will be required to arrange, set up and decorate the upstairs auditorium for dinner which is provided to Board members, guest skater and their parents/coach in between the 2 shows.

The final task of the Chair of this committee will be to find a Master/Mistress of Ceremonies for Carnival. This position announces the skaters and is responsible for ensuring that the show runs smoothly, runs on time and that all important people at the event are introduced in a complimentary, professional manner as well as serving as a genial host. Being a successful MC requires preparation, a friendly manner and the ability to adjust to/ad lib as necessary to ensure a successful event. Since the MC will be on the ice, skates are a definite asset.

PRINT PRODUCTION SUB-COMMITTEE

REQUIRED:

**MINIMUM 1 CHAIR PERSON - Filled**

**MINIMUM 1 GRAPHIC DESIGNER**

**CHAIR: Jennifer Grant**

The Print Production Chairperson is responsible for preparing and printing the Program for Carnival and will work directly with the Technical Director to obtain the program order, skating lines and bio's for the senior skaters who will be performing as duet's, trios or quads. The chair will also contact the club President to obtain the President's Message for the Program. The chair of this Sub-Committee will work very closely with the Advertising Chair and Graphic Designer to prepare advertisements to be inserted into the Carnival Program.

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The set up and printing of the Carnival Tickets and Carnival Flyer will fall under the responsibility of the Print Production Chair. Once tickets and flyers have been printed, the chair will give them to the chair of the Sales Sub-Committee and the Publicity Sub-Committee.

The Print Production Chair will choose and order the flowers/bouquets to be sold at carnival. The chair will ensure that the flowers are delivered for the day of carnival.

### GRAPHIC DESIGNER

The Graphic Designer will design and create a cover for the Program that will suit the theme of Carnival. A knowledge of Photoshop and working with PDF files would be a great asset as it will be the responsibility of the Graphic Designer to create advertisements for local business if needed to go into our Program.

### PUBLICITY SUB-COMMITTEE:

#### REQUIRED

#### **MINIMUM 1 CHAIR PERSON**

#### **MINIMUM 2 PERSONS TO DELIVER FLYERS TO LOCAL BUSINESS**

**CHAIR: Sheila Treleaven**

Chairperson of this Sub-Committee will be responsible for contacting both local newspapers, The Echo and Rivertown Times to let them know about the Carnival. It is very good advertising for us if they can write a piece about Carnival with a photo that will go into the newspaper before Carnival – as well as covering the event. Each newspaper has a “What’s Happening Page” which outlines events in town. The Carnival Chair will ensure that Carnival information is listed in that section as well. There is no cost to our skating club for this service.

To further promote carnival the Chairperson will e-mail TV Cogeco at [www.tvcogeco.com](http://www.tvcogeco.com) to post our Carnival on the Community Bulletin Board. This is a free service. The arena will need to be contacted to have our Carnival advertised on the sign at Fryer and Victoria. The town needs of plenty notice.

Flyers will be produced (See Print Production Chairperson) and need to be delivered to public places, merchants around town so they can be posted. There are 2 delivery routes. One route is the entire length of Front Road and the other route is Richmond and Dalhousie Streets. The chairperson will contact the Volunteer Sub-Committee Chair for 2 volunteers for this task and ensure that flyers are delivered to as many public and business areas.

### SALES SUB-COMMITTEE: (Includes Flowers, 50/50, DVD, Program, Ticket Sales)

**CHAIR: Ann Peltier**

The Sales Sub-Committee Chair will be responsible for the scheduling of volunteers to sell Tickets, Flowers, 50/50 Tickets, DVD orders and Programs. The chair is also responsible for creating signs to serve as a visual to attract parents to their table. Signs should relate to the theme of carnival. The chair of this committee will see the Print Production Sub-Committee Chair for the Carnival tickets that need to be sold. The Program will be set up

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and printed by the Print Production Sub-Committee but the Sales Sub-Committee Chair will be responsible for the sale of the Program. Flowers will also be ordered by Print Production Committee Chair.

Flower Sales (The day of Carnival)

REQUIRED:

### **MINIMUM 4 VOLUNTEERS – 2 FOR EACH SHOW**

Arrive one hour prior to show time and proceed to your Station in the Lobby. A table will be set up. Flower packages are \$3 each. You will be given a float from the Carnival Chair. Please keep the money for flower sales separate from any other area such as ticket or program sales. It is ok to see each other if you need to make change. We would like to try to balance each station separately to keep track of expenses vs profit. After each intermission, give the money to the Carnival Chair.

50/50 Tickets (The day of Carnival)

### **MINIMUM 4 VOLUNTEERS – 2 FOR EACH SHOW**

Ticket sellers will be provided with a float and aprons. Tickets will be sold prior to each show and during intermission. Tickets are sold to the audience as a fund raiser. At the end of the sales from each show, just after intermission, please total the money and draw for the winning ticket. Please advise the Carnival Chair of the amount and the winning ticket number. Give the money to the Carnival Chair. The winning ticket will be announced by the Master/Mistress of Ceremonies just after intermission.

50/50 tickets will be sold for \$2 each or 3 for \$5.

DVD Sales

### **MINIMUM 20 VOLUNTEERS – 1 FOR EACH SKATING SESSION FOR 2 WEEKS BEFORE CARNIVAL AND 1 VOLUNTEER FOR EACH SHOW ON CARNIVAL DAY**

This year Unique Video Production will be taping both shows. Parents will have the opportunity to indicate which show they would like to order. Advance Pre-Paid DVD Sales will take place during all skating sessions the weeks of March 29-April 2 and April 5-9, 2010 between 4:00 and 7:00 p.m. Pre-Paid DVD orders will also be taken the day of Carnival, however there will be a slight increase in price. For best pricing, the Board has suggested that parents take advantage of the advance video sales (2 weeks before Carnival). DVD prices will be \$15 if ordered 2 weeks before Carnival or \$20 if ordered the day of Carnival. A large projection screen will be set up during Carnival so they can get an idea of what their DVD might look like. DVD's will be available for pick up on the last night of skating – Thursday, April 15 – 4:00-7:00 p.m. Schedule: 4:00-5:00; 5:00-6:00; 6:00-7:00 p.m. Cheques should be made payable to Skate Amherstburg.

Program Sales (The Day of Carnival)

### **MINIMUM 4 VOLUNTEERS – 2 FOR EACH SHOW**



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Without this Sub-Committee, it will be difficult to set up other Sub-Committees. It will be the responsibility of this Sub-Committee to recruit volunteers for all other Sub-Committees. A general call for help will be sent out by e-mail to all parents of skaters asking for their assistance with Carnival. Volunteer Recruiting committee members will review the responses and assign volunteers to Sub-Committee Chairs. If not enough volunteers are received through the general request, committee members will start to phone parents individually to seek their help. A Carnival production of this size has to have a strong volunteer base to be successful. Our volunteers for past Carnivals have always been outstanding and have helped to make Carnival a time to remember for our skaters.

**NOTE:**

EXCEPT FOR TICKET SELLERS, PLEASE RETURN YOUR VOLUNTEER BADGES TO THE CARNIVAL CHAIR OR BOARD MEMBER AT THE END OF YOUR SHIFT. TICKET SELLERS, PLEASE LEAVE YOUR VOLUNTEER BADGE IN THE TICKET CASH BOX AT THE END OF YOUR SHIFT SO THEY CAN BE USED BY YOUR REPLACEMENTS.

TICKET, FLOWER, 50/50 AND PROGRAM SELLERS BE SURE TO HAND IN YOUR MONEY TO THE CARNIVAL CHAIR OR BOARD MEMBER AT THE END OF YOUR SHIFT. PLEASE KEEP SALES SEPARATE AS WE ARE KEEPING TRACK OF EACH OF THE SALES INDIVIDUALLY.

1<sup>ST</sup> SHOW BEGINS AT 12:30 AND 2<sup>ND</sup> SHOW BEGINS AT 5:30. DOORS OPEN ONE HOUR PRIOR TO SHOW.

**Thank you**

Sheila Treleaven  
Jennifer Grant  
Carnival Chairs