## North Arm State School 130th Anniversary

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Task Description</th>
<th>Volunteers</th>
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</thead>
</table>
| **Event manager and Operations Coordinator** | Event Mgr – Tracy<br>Ops Manager - Sue | - Volunteer requirement – what roles and how many needed?  
- Liaise with positions below  
- Coordinate bump in/out schedule  
- Set meeting schedule  
- Facilitate meetings  
- Prepare event run sheet  
- Coordinate site inspection with stakeholders  
- Develop contact list with all contact numbers on the day  
- Recruitment of Volunteers  
- Organise and place volunteers with appropriate area (roster)  
- Coordinate and look after volunteers on the day, volunteer induction and brief prior to event  
- Plan layout for oval and upper school  
- Organise Amusement Rides and pay deposit  
- Organise Fireworks and pay deposit |            |
| **Sponsorship/Fundraising Coordinator** | Open                      | - Approach possible sponsorship and fundraising opportunities  
- Liaise with sponsors  
- Invitation to sponsors/donators  
- Obtain sponsors logo’s for promo material  
- Collect any sponsor signage to be used on the day |            |
| **Marketing and PR** | Open<br>Assistant – Yasmin Jovette | - Write Media Release/Alerts and distribute to the media  
- Promote the event on websites, print and TV (if opportunity arises), Facebook  
- Distribute event poster and promo material to shops/businesses, street signage  
- Organise Family Banners (history of families in our community) – to be placed around the school on the Celebration Day  
- Parking, toilets, first aid room, signage to be arranged and printed and put on day  
- Flexishools  
- Assistant – Yasmin Jovette - 0420576119 |            |
| Community Liaison/Historical Coordinator | Millie (lead) | - Consult and inform local businesses  
Betty  
Lesley  
- Consult and inform local residents of the event and impact  
- Consult and liaise with local community groups  
- Research historical factors  
- Coordinate photo book  
- Coordinate displays/artifacts for display  
- Invite VIP’s  
- Organise registration for event day |
| Program/Artist Coordination | Kelly & Steve Sue  
- Liaise with artists  
- Bump in of stage and sound  
- Obtain sound/tech requirements  
- Coordinate program  
- Prepare any notes/dialogue for MC’s – announcements e.g. Acknowledgement to Country  
- Look after artists on the day  
- Co-ordinate assembly point for stage acts  
- Coordinate sound checks  
- Make sure program runs to schedule on the day  
- Bump out of stage/sound  
- Ensure decibel readings comply with regulations (sound/production) |
| Indigenous Liaison |  |
| Fair Co-ordinator Set Up and Pull Down | Open  
Meike  
Bill Butler + more  
- Organise set up and pull down on the day  
- Marques  
- Tables  
- Chairs  
- Lighting  
- Generator  
- Plan layout of event, rides, and food stalls |
| Emergency Risk Coordinator | Kelly/Sue  
- Liaise with Police, Fire and Rescue, Ambulance and SES  
- Complete risk assessment and mitigate any risks  
- Coordinate arrival times and locations on the day |
| **First Aid Room** | Laura Coster | - Prepare a classroom and man  
- - |
| | | |
| **Amusements - Maypole, Photo Booth, Display** | Kate & Kiersten | - Organise face painter, maypole, photo booth and display items from the past  
- - |
| | | |
| **Memorabilia** | Julie Weatherill | - Organise Memorabilia for event, organize orders to be available on flexischools  
- Contact details: jweatherill@bne.catholic.edu.au  
- 0410601291  
- - |
| | | |
| **Catering of Food** | Lisa Mitchell  
Holly | - Organise and cater for sausage sizzle, tuckshop, food van organization, tea/coffee station in hall canteen (Pioneer Café did this last fair), Morning Tea, Lunch and Dinner. Drink stations  
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| | | |
| **Car Parking, Park Cleaning and Bins Contractors** | Betty & Kev | - Distribute bins around the park in visible locations  
- Ensure park is free from litter prior/during/post event  
- Ensure bins aren’t over flowing  
- Ensure toilets are maintained during event  
- Ensure cars aren’t being driven on grass  
- Reserve artists car parks  
- Organise drop off area  
- Make sure car park is used safely  
- Re-direction of traffic to other areas when car park is full  
- Volunteers, scouts, SES  
- Coordinate delivery times with contractors (JJ Richards, Stage arrival, Sound arrival)  
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| | | |
| **Finance Coordinator Insurance Requirements** | Karen Hennig  
Karen Hartley  
TBC | - Prepare event budget with revenue/expenditure columns  
- Ensure invoices are received, reconciled and paid  
- Look after funds received on event day  
- Administer trust fund  
- Bank any monies received  
- Prepare acquittal post event  
- ATM  
- Commonwealth Bank volunteers to assist with counting takings on the day, transport cash back to bank on the evening for secure lock up.  
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