

# EVENT TEAM AND VOLUNTEERS MANAGEMENT PLAN

**Event:** Winter Marketland

**Date:** Saturday, November 25th, 2023

**Location:** Centennial College Marketplace

**Duration:** 11:00 am to 4:00 pm

**11/24**

## **Event Set-Up**

**Description:** Setting up tables, chairs, information booth, decorations, and signage.

**Team:** Maria Lenize, Nicole, Chrissy, Sam, Steph, Rose.

## **Schedule:**

7:00 pm (11/24): Start helping set up.

**11/25**

## **Event set up**

**Description:** Decorations, and signage.

**Team:** Maria Lenize, Michelle, Diana, Sam, Nicole, Florence, Rose, Steph, Maureen

## **Schedule:**

06:00 am (11/25): Start set up

## **Vendor Support**

**Description:** Assist vendors in setting up their stalls, provide them with any needed assistance, and answer their questions.

**Team:** Sam, Nicole, and Chrissy

## **Schedule:**

8:30 am: Start helping vendors set up their stalls.

Be available to assist vendors throughout the event.

## **Event Greeter and Guest Services**

**Description:** Welcome guests as they arrive, provide event information, and direct them to various activities and booths.

**Team:** Rose-Lyn

## **Schedule:**

11:00 am: Start welcoming guests during Market Opening.  
Continue throughout the event.

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## **Character Appearance**

**Description:** Team members dressed up in costumes welcome guests and encourage children to explore the Photo Booth and promote the activations.

**Team:** Michelle, Nicole

### **Schedule:**

11:00 am - 12:30 pm: parade Marketplace, visit R-06, and The Local Cafe while interact with guests.

Volunteers: 2

## **Craft, Face Painting and Games Assistant**

**Description:** Organize and Assist craft activities and games in Room R-06

**Team:** Terry-Ann and Diana

### **Schedule:**

11:00 am - 1:30 pm: Stay in room R-06 during the first shift to help with craft and games activities.

**Volunteers :** 2

1:30 pm - 4:00 pm: Stay in room R-06 during the second shift to help with craft and games activities.

**Volunteers:** 1

## **Contest Assistant**

**Description:** Managing the guessing contest.

Team: Maureen

### **Schedule:**

11:00 am - 1:30 pm: Assist with the guessing contest.

Be available for the duration of the contest.

**Volunteers:** 1

1:30 pm - 3:00 pm: Assist with the guessing contest.

Be available for the duration of the contest.

**Volunteers:** 1

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## Mocktail Team

**Description:** Assist with Mocktail sessions.

**Team:** Chrissy and Sam. Nicole, Michelle serving mocktails, dressed as character.

**Schedule:**

Session 1

12:00 - 1:30 pm: Help set up, organize material and clean up during Mocktail session 1.

**Volunteers:** 1

Session 2

2:00 pm - 3:00 pm: Set up, organize material and clean up during Mocktail session 2.

**Volunteers:** 1

## Thank You Team

**Description:** Thank everyone involved in the event.

**Team:** Rose, Maria Lenize, Steph, and Nicole.

**Schedule:**

4:30 pm (11/25): Assist in thanking people involved in the event.

## Event Conclusion and Clean-up

**Description:** Announcing contest winners.

**Schedule:**

3:00 pm

**Team:** Nicole

**Description:** Assisting with guest departure.

Helping vendors pack up and exit, and tear down.

Assisting with tear-down, venue cleaning, and signage removal.

**Team:** All team members

**Schedule:**

4:00 pm: efficiently manage post-event tasks.

Volunteers needed: 1

These roles and their respective schedules ensure that the event runs smoothly. Adjustments can be made as needed during the event to accommodate any unforeseen issues or changes in the schedule.