

Winter Marketland Volunteer Management Plan

Event Name: Winter Craft Market

Date: Saturday, November 25th, 2023

Location: Centennial College Marketplace

Duration: 11:00 am to 4:00 pm

Expected Guests: Approximately 160

Team Management Plan

Schedule & Coordination

1. **Event Coordinator:** Maria Lenize Coimbra Barbanti

Description: Overall event management and coordination.

Schedule:

7:00 pm (11/24): Assist with event setup.

7:00 am (11/25): Arrive and oversee final setup details.

8:00 am (11/25): Conduct a meeting to brief volunteers and allocate roles.

2. **Assistant Coordinator:** Nicole

Description: Assist the Event Coordinator in various tasks.

Schedule:

7:00 pm (11/24): Assist with event setup.

7:00 am (11/25): Arrive and assist with final setup details.

8:00 am (11/25): Assist in the volunteer briefing and role allocation.

3. **Logistics Manager:** Diana Estrada

Description: Manage logistical aspects of the event, such as equipment and signage.

Schedule:

7:00 pm (11/24): Lead event setup, including equipment and signage.

7:00 am (11/25): Ensure logistical details are in order.

4. **Entertainment Coordinator:** Florence

Description: Oversee entertainment aspects of the event, including music and contests.

Schedule:

11:00 am (11/25): Start Market Opening and Local Brunch with cheerful holiday music.

11:00 am (11/25): Oversee the Guessing contest.

3:30 pm (11/25): Announce the contest's winner.

5. **AV Technician:** Sam

Description: Handle AV equipment setup and management.

Schedule:

7:00 pm (11/24): Set up AV equipment.

7:00 am (11/25): Ensure AV equipment is functioning properly throughout the event.

6. Children's Activities Coordinator: Maureen

Description: Organize and oversee craft activities for kids.

Schedule:

11:00 am (11/25): Start Room R10 activities for kids.

12:30 pm (11/25): Prepare for movie and kid's painting in R-10 room.

7. Decorations Coordinator: Michelle

Description: Coordinate event decorations.

Schedule:

7:00 pm (11/24): Assist with event decoration setup.

7:00 am (11/25): Ensure decorations are in place.

8. Food and Beverage Coordinator: Steph and Chrissy

Description: Manage food and beverage-related activities.

Schedule:

11:00 am (11/25): Oversee the Local Brunch.

01:30 pm (11/25): Conduct Masterclass session 1 for craft holiday mocktails.

2:00 pm (11/25): Conduct DIY cookie class session 1 with culinary students.

2:30 pm (11/25): Conduct Masterclass session 2 for craft holiday mocktails.

3:00 pm (11/25): Conduct DIY cookie class session 2 with culinary students.

9. Contest Coordinator: Rose

Description: Manage the guessing contest and announce the winner.

Schedule:

11:00 am (11/25): Start the guessing contest.

3:30 pm (11/25): Announce the contest's winner.

10. Thank You Coordinator: Terry

Description: Express gratitude to all involved in the event.

Schedule:

4:30 pm (11/25): Express thanks to everyone involved in the event.

4:45 pm (11/25): Coordinate event staff for tear-down and cleanup.

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.

Volunteer Management Plan:

1. **Recruitment.**
 - Promote volunteer opportunities to Event Planning students at Centennial College.
 - Clearly outline volunteer roles and responsibilities.
2. **Training:**
 - Conduct a training session on the November 24, via Zoom.
 - Assign roles and provide a comprehensive briefing on responsibilities.
 - Familiarize volunteers with the event schedule.
3. **Roles and Responsibilities:**
 - Develop contingency plans for unexpected issues or no-shows.
 - Allocate volunteers to specific roles based on their skills and preferences.
4. **Shift Management:**
 - Create shifts for volunteers based on the event schedule.
 - Ensure adequate coverage for each shift.
5. **Support and Recognition**
 - Provide volunteers with refreshments, breaks, and support during their shifts.
 - Express gratitude for their contributions through thank-you cards.
6. **Feedback and Debrief:**
 - Conduct a post-event debriefing session to collect feedback from volunteers.
 - Utilize this feedback to enhance future events and improve the volunteer experience.

Volunteer Job Description

Event Set-Up (Friday, November 24th, 7:00 pm):

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

Schedule:

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

Volunteers needed: 5

Vendor Support

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

Volunteers needed: 2-4

Schedule:

8:30 am (11/25): 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.

Schedule:

11:00 am (11/25): Start welcoming guests during Market Opening.

Continue throughout the event.

Volunteers Needed: 2

Children' Activity Assistant

Description: Assist children's activities Coordinator in organizing craft activities for kids in Room R10.

Schedule:

11:00 am (11/25): Stay in room R10 throughout the event to help kids with craft.

Volunteers needed: 2

Contest Assistant

Description: Support the Contest Coordinator in managing the guessing contest.

Schedule:

11:00 am (11/25): Assist with the guessing contest.

Be available for the duration of the contest.

Volunteers needed: 2

Classes Assistant

Description: Assist with the workshops, including the Masterclass sessions and DIY cookie classes and Mocktail classes.

Schedule:

01:30 pm (11/25): Help set up for Masterclass session 1 and Mocktail class1.

Assist with both Masterclass sessions and DIY cookie classes and Mocktail class.

Volunteers needed: 2

Food and Beverage Assistant

Description: Assist the Food and Beverage Coordinator in serving food and beverages during the Local Brunch and classes.

Schedule:

11:00 am (11/25): Assist with classes.

Assist during the Masterclass sessions and DIY cookie classes.

Thank You Team

Description: Assist the Thank You Coordinator in expressing gratitude to everyone involved in the event.

Schedule:

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

Volunteers needed: 1

Event Conclusion and Clean-up (Saturday, November 25th, 4:00 pm onwards):

Description: Announcing contest winners.

Assisting with guest departure.

Helping vendors pack up and exit.

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

Schedule:

4:30 pm (11/25): efficiently manage post-event tasks.

Volunteers needed: 5

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.