

Color Country Chutes-Up Event: Volunteer Job Descriptions

Contact list

Executive Committee

<u>Event Co-Chairs</u>	
<u>Administrative</u>	
<u>Dinner</u>	
<u>Pilot Registration</u>	
<u>Sponsors</u>	
<u>Vendors</u>	
<u>Product Sales</u>	
<u>Host Tent</u>	
<u>Publicity</u>	
<u>Financial</u>	
<u>Hot Air Balloon events</u>	
<u>Video</u>	
<u>Volunteers</u>	
<u>Volunteer Trainer</u>	
<u>Field Boss</u>	
<u>Introductory Flights</u>	
<u>Pyrotechics Coordinator</u>	
<u>Facility</u>	
<u>Communications</u>	
<u>Safety/Security Officer</u>	
<u>Medical</u>	
<u>Pilots</u>	
<u>Fuel</u>	
<u>Seminars</u>	
<u>Sky Parade</u>	
<u>Poker Run</u>	
<u>Meteorite Hunt</u>	
<u>Competition Boss</u>	
<u>Cross-Country Flights -Thursday</u>	
<u>Cross-Country Flights -Friday</u>	
<u>Cross-Country (out-of-area)</u>	

Event Co-Chairs

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- ▶ General
 - Mission Statement
 - Location
 - Insurance
 - Special Use permit
 - Oversee Coordinators
 - Conduct all executive committee meetings
 - Attend Coordinator meetings when requested *or at leisure*
 - Maintain status/review of the event's activities

- ▶ Create event schedule
 - Provide same to Pilot, Registration and Volunteer Coordinators

- ▶ Finances
 - With the Financial Coordinator, create the event budget
 - Approve all expenditures
 - Monitor budget and checking account

- ▶ Acquire Field

- ▶ Ready field for event - level, clean, water, etc

- ▶ Pilots
 - Entice & Secure pilots

- ▶ Secure Competition Judges

- ▶ Pilot Registration
 - Pilot Application: Website
 - Pilot Application: Field hardcopy
 - Maintenance of a Master List
 - Pilot forms
 - Releases "NO ONE IS ABOVE THE LAW"
 - Land release forms

- ▶ Fuel
 - Establish account for fuel deliveries

- ▶ Debriefing Party

Financial Coordinator

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- ▶ Funding
 - Travel Bureau application

- ▶ General
 - Report to Administrator
 - Provide the daily event CASH BOXES & Starting cash for:
 - Registration
 - Product sales
 - Fuel
 - Dinner sales
 - Raffle ticket sales
 - Balloon rides
 - Dinner
 - Approve design of Dinner tickets
 - Balance dinner tickets and sales of tickets at the door

- ▶ Reports
 - Meeting Financial Report

- ▶ A/R & Cash Receipts
 - On-going: Pilot application funds
 - On-going: Sponsors
 - On-going: Vendors (\$50/space - \$25 for electrical?)
 - On-going: Donations
 - During event: Pilot application funds
 - During event: Fuel payments
 - During event: Dinner tickets/funds
 - During event: Event (product) Sales
 - During event: Balloon rides

- ▶ Event Deposits
 - Along with two assigned volunteers (not affiliated w/registration)
Count money at the end of each event day and initial deposits and the starting money for the following day.
 - Registration
 - Product sales
 - Fuel
 - Dinner sales
 - Raffle ticket sales

- Balloon rides
- Make daily deposits at the assigned night depository

- A/P
 - Collect all bills
 - Coordinate payments via the chair person

► General

- Maintain copies of all records for:
 - Budgets
 - Deposits
 - Committee Members
 - Volunteers
 - Sponsors
 - Speakers
 - Pilots
 - Donators
 - Those earning "Special Recognition" & thanks (i.e., Entertainers, Announcers, Judges, etc)
 - Meeting Minutes
- Create public Posters
- Create Brochure
- Create name badges
 - Pilot
 - Sponsor
 - Volunteer
- Create Pilot ID bands (to be given at registration desk)
- Create Pilot Briefing bands (to be given after daily pilot briefings)
- Create Pilot Souvenirs
- People recognition announcements during Dinner
- Announcer Raffle winners
- Post event correspondence

► Bid and order:

- Road Signs
- Tents
- Event T-shirts
- Awards
- Plaques
- Posters
- Brochures
- Badges
- Pilot ID bands
- Pilot Briefing bands

► Submit budget request to Financial Coordinator

- (see above list of "Bid & Order" items)

- Create a Raffle for pilots
 - Work with local & PPC businesses to donate raffle/door prizes
 - Assist the Financial Coordinator with the collection of Raffle funds
 - Work with the Registration Desk to sell tickets

- Sponsor signs
 - Gather
 - See that Facility Coordinator posts before event and
 - Insure their safe return at the conclusion of the event

- Supervise:
 - Road sign placements
 - Dinner Coordinator
 - Pilot Registration Coordinator
 - Sponsor Coordinator
 - Vendor Coordinator
 - Video Coordinator
 - Host Tent Coordinator
 - Publicity Coordinator
 - Financial Coordinator

- ▶ General
 - Detail Budget requests to Financial Coordinator
 - Supervise
 - Communications Coordinator

- ▶ Create the lay-out of the event area...
 - Registration tents (pilots and volunteers – may be same tent)
 - PA system
 - Tables & Chairs
 - Hospitality tent (for Pilots, pilot families, committee members and volunteers only)
 - Seminar tent
 - Seminar PA system
 - Tables & Chairs (consider Hay Bails)
 - Product & Sales area: Fuel, Raffle tickets, Balloon ride tickets, etc
 - Tables & Chairs
 - Fueling area
 - Intro Flight sales tent
 - Field
 - Secure Flags/Wind Socks in corners of field
 - Pilot RV parking area
 - Bon fire area
 - Vendor area
 - Balloon Glow area
 - Balloon Ride area – coordinate with Field Boss
 - Spectator viewing (hopefully with bleachers)
 - Spectator parking
 - Committee and volunteer parking
 - Sanitary facility placements
 - Port-a-potties
 - Hand washers
 - Trash receptacles
 - Establish area to display sponsor signs and hang all signs
 - Establish area to display Schedule of Daily Events

- ▶ Electrical Requirements <> GENERATORS? for:
 - Tents

- Public address systems for the general areas and seminar tent (microphones and speakers, including lay-out of speakers)
- Computer (???)
- Vendors

- Event Signage
 - Creation of
 - Placement of

- Acquire the following equipment/facilities
 - Event FIELD transportation (i.e. golf carts, ATVs)
 - Sanitary facilities (port-a-potties)
 - Hand washing facilities
 - Drinking water for "host tent"
 - Trash receptacles & Trash Removal
 - Firewood

- Secure volunteers for set-up, tear-down and clean-up

- Lightning
 - Air Field
 - Public areas

Dinner Coordinator

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- Request bids for recognition dinner for Friday evening
- Submit to committee for review, selection and approval
- Detail Budget requests to Financial Coordinator
- Secure facility for dinner
- Coordinate event dinner
 - Work with caterer
 - Assist with set-up:
 - Table arrangement
 - Entertainer and speaker areas, etc.
 - Secure two volunteers for the door:
 - To sell dinner tickets
 - To sell Raffle tickets
 - To take prepaid tickets
- Entertainment
 - Acquire Entertainer
 - Set-up public address system
- Awards
 - Recognition of Volunteers, etc
 - Raffle Winners
 - Other Awards
- Coordinate clean-up

Communications Coordinator

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- ▶ General
 - Work under Facility Boss
 - Detail Budget requests to Financial Coordinator
 - Have batteries for radios
 - Make sure all are turned in at the end of each day
 - Stored radios in a secure area
 - Dispensed each morning – secure signature of person taking radio.

- ▶ Mount PA Speakers - evenly & acoustically around event area

- ▶ Acquire radios for:
 - Co-chair persons (2)
 - Coordinators with “need to have”
 - Field Boss
 - Safety/Security Officer
 - Competition Boss
 - Fuel
 - Facility
 - Field Judges
 - Scoring Judge
 - EMTs/PA
 - Special event coordinator

Note: Every coordinator requiring a radio for self or volunteers working under them will be responsible for picking up each radio at the beginning of event days and turning them in to the Communications Coordinator at the end of each day.

- ▶ General
 - Detail Budget requests to Financial Coordinator
 - Work with the Facility Coordinator to set up the Volunteer Registration area
 - Coordinate volunteer recognition/appreciation through Administration Coordinator

- ▶ Develop a volunteer training program
 - Assign Trainers
 - Coordinate assignments through Executive committee members
 - Create daily schedules and populate schedule times with volunteers (Maximum 4 hours per volunteer per day)

- ▶ Acquire Volunteers
 - Act as liaison with Volunteer Center, insuring all their requirements are met
 - Coordinate volunteers and lists of volunteers through the Volunteer Center
Note: VC will call to remind volunteers of their dates and times

- ▶ Daily...
 - Coordinate volunteer registration, location and process
 - Make sure all volunteers are registered, have appropriate I.D. and are task trained
 - Make sure volunteers are in their position and are adequately taken care of
 - Organize Trainers & training sessions for each volunteer who comes on board for the day
 - Create a recognition list

Volunteer Trainer

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▶ General

- Detail Budget requests to Financial Coordinator
- Work through Volunteer Coordinator
- Create a training program for every volunteer position
- Make sure every new volunteer receives training prior to starting job, either through the Trainer or the Coordinator of the assigned position.

- ▶ General
 - Detail Budget requests to Financial Coordinator
 - Work with the Financial Coordinator: Deposit of funds
 - Work with the Facility Coordinator: Set up the pilot registration area
 - Work with the Administrative Coordinator: RAFFLE tickets??

- ▶ Create pilot "goodie bag" <> prior to the first day of CCC
Goodie bag contents: In addition to anything else, it *shall* include:
 - A bag
 - A schedule of events
 - The rules of the event
 - Names of event coordinators and
 - A list of sponsors

- ▶ Registration Desk
 - Work with the Volunteer Coordinator: Schedule required; Volunteer functions
 - Collected money (registration & dinner tickets)
 - Document funds
 - Have the Financial Coordinator, sign for money received
 - Insure unused dinner tickets are collected and given to the Financial Coordinator
 - Insure RAFFLE ticket funds are given to the Financial Coordinator
 - Make sure the volunteers are adequately taken care of throughout the day
 - Set up and close down registration each day

- ▶ Registration Station 1: **WELCOMES PILOT**
 - Insures ALL documents are completed
 - Collect any UN-PAID registration fees
 - Collect EXTRA dinner ticket fees
 - Gives pilot their name badge
 - Distributes Dinner Ticket(s)
 - Gives a ticket for the size shirt ordered
 - Sends pilot to Registration Station 2

- ▶ Registration Station 2: **I.D. Register**
 - Upon pilot presentation of Name badge
 - Register applies the arm band
 - Explains purpose of the arm band

- Hands-out "goodie bags"
- Sends pilot to Registration Station 3

- Registration Station 3: **Goodie/Ticket Register**
- Upon pilot presentation of Name badge
 - Hands-out "goodie bag"
 - Distributes 'T-shirt' in exchange for Shirt Size ticket
 - Secures pilot's signature showing they received their items
 - Note: Signed Registration sheet shall include:
 - ◆ Pilot's name
 - ◆ T-shirt size received
 - ◆ Number of dinner paid for and amount collected
- Sends pilot to the Showers

- ▶ General
 - Detail Budget requests to Financial Coordinator
 - No Charge to public, but invite Spectators to bring a can of food for our local charity

- ▶ Coordinate contact through other committee personnel with all media
 - Hurricane Easter Car Show
 - Radio
 - KDXU: Bryan Hyde
 - FM stations <> Sports stations
 - Vegas stations
 - SLC stations
 - Page, AZ stations
 - TV
 - SLC stations
 - KSL - Doug Miller?
 - Vegas
 - Flagstaff, AZ
 - Phoenix, AZ
 - Newspaper
 - Pioneer Shopper
 - Spectrum
 - SLC
 - Vegas
 - Page, AZ
 - Flagstaff, AZ
 - Phoenix, AZ
 - Community calendar
 - Radio
 - Web: Utah Travel Council www.Utah.com
 - Newspaper
 - Chamber of commerce

- ▶ Make arrangements for all interviews with the co-chair persons only.
Co-Chairs shall be the Only ones to determine who all will be involved with interviews.

- ▶ Develop events & schedule for MEDIA DAY
 - Invite local Mayors

- Invite local City Councilmen
- Put together Breakfast
- Arrange Intro flights for celebrities
- Question & Answer session with co-chairs & selected pilots

➤ Schedule city council presentations

➤ Handle all advertising

Note: All publicity (news releases, advertising, etc.) will be coordinated through the co-chair persons and nothing will be issued without their approval.

Introductory Flight Coordinator

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- General
 - Detail Budget requests to Financial Coordinator

- Coordinate the following volunteers to:
 - Take payments
 - Complete & verify paperwork
 - Give the Intro Flight client a ticket
 - Sends the Intro Flight client to the gathering area
 - Pilot/Client coordinator
 - First come, first serve
 - Takes ticket and gets name of Intro Flight client
 - Assigns Runner to I.F. client
 - Note: Sponsor Intro Flights all go to front of line:
 - Makes sure ONLY Runners & I.F. client are in the Flight 'take-off' area
 - Turns in all tickets at end of session
 - Runners (up to four)
 - Escorts I.F. client to READY pilot
 - Introduce them and
 - Assists pilot with preparing I.F. client for flight
 - Secure seat belts
 - Secure eye protection
 - Secure Helmet
 - Inform client of:
 - ◆ Where to keep feet
 - ◆ How to 'hold-on'
 - ◆ Summary of take-off & flight
 - Meet LANDING pilot at machine
 - Release I.F. client from machine and
 - Escort I.F. client off the secured field area

Pilot Coordinator

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- ▶ General
 - Detail Budget requests to Financial Coordinator
- ▶ Work with Co-chairs on pilot roster
- ▶ Work with Registration Coordinator to insure all pilot information and forms are available for registration purposes
- ▶ Flight Events
 - Supervise & schedule the following events:
 - Meteorite Hunt
 - Sky Parade: Thursday, Friday & Saturday
 - Cross-Country (Thursday)
 - Cross-Country (Friday)
 - Cross-Country (caravan to out-of-area)
- ▶ Create NOTAM – before, during and a little after event
- ▶ Given Daily Pilot Flight Briefings
- ▶ Supervise:
 - Fuel Coordinator
 - Pilot event Coordinators
 - Meteorite Hunt Coordinator
 - Seminar Coordinator
 - Sky Parade Coordinator
 - Cross-Country Coordinator (Thursday)
 - Cross-Country Coordinator (Friday)
 - Cross-Country Coordinator (caravan to out-of-area)
- ▶ Options considerations:
 - Weight-IN (weight PPC for fun & knowledge)
 - THRUST TEST (weight PPC for fun & knowledge)

Sponsor Coordinator

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- ▶ General
 - Detail Budget requests to Financial Coordinator
-

Vendor Coordinator

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- ▶ General
 - Report to Administrator
 - Detail Budget requests to Financial Coordinator
 - Gather Vendors
 - Food
 - Aviation
 - Other??
-

Product Sales Coordinator

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- ▶ General
 - Report to Administrator
 - Detail Budget requests to Financial Coordinator
-

Video Coordinator

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- ▶ General
 - Report to Administrator
 - Detail Budget requests to Financial Coordinator
 - Assign photographers to events
 - Seminars
 - Field activities
 - Dinner
 - Awards
 - Cross-country flights
 - Sky Parade
 - Competitions

- Secure video tapes after events
- Compile videos into a single event tape
 -

Fuel Coordinator

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- General
 - Detail Budget requests to Financial Coordinator
 - Setup Pump attendants schedule
 - Verify volunteers available to attend pump schedule (fuel should only be available during certain hours)
- Fuel Storage Tank
 - Keep Fuel available for pilots – call Holt Oil for re-fills (i.e., make sure that enough fuel is in the tank)
 - Verify tank is placed – as per Facilities Coordinator
 - Verify tank is removed after event

Hot Air Balloon Coordinator

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- General
 - Report to Administrator
 - Detail Budget requests to Financial Coordinator
 - Setup for Balloon Glow
 - Setup for Balloon (tethered) rides
 - Coordinate and establish areas for Balloon pilots
 - Balloon Glow
 - Balloon tethered rides
 - Collect funds from ticket sales

Pyrotechnics Coordinator

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- General
 - Detail Budget requests to Financial Coordinator
 - Work with Field Boss & Pilot coordinator

Host Tent Coordinator

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- ▶ General
 - Work with the Administrator Coordinator
 - Detail Budget requests to Financial Coordinator
 -
 - Coordinate daily breakfasts, snacks, etc. and replenish throughout the day
 - Make general advisory announcements
 - Keep tent clean and orderly
 -
 - Coordinate volunteers for security purposes

- ▶ Pilot Briefing Schedules
 - Setup tent PA system
 - Post and announce 'Briefing' times

- ▶ Speaker Schedules
 - Coordinate schedule of events: Seminars, meetings, briefings, etc
 - Inform Speakers of dates/times
 - Setup tent PA system
 - Confirm speakers are "on-time"

Competition Coordinator

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- ▶ General
 - Report to Pilot Coordinator
 - Work with the Field Boss
 - Area for non-competing pilots - free fly - if applicable
 - Layout of '21' game
 - Detail Budget requests to Financial Coordinator

- ▶ Develop competition events and schedule
 - Critter Drop
 - Bomb drop
 - Create 'Bomb' target
 - Setup of target
 - Balloon Chase
 - Purchase Helium balloons & tank
 - Setup balloons
 - Handout balloons to pilot ground crew
 - "21" game
 - Layout of game on field
 - Air Ballet

- ▶ Coordinate Runner for taking Critters & Bombs to pilots

- ▶ Communicate with Announcer
 - Sequence of Pilot competitors
 - Pilot Information
 - Pilot Scoring

- ▶ Awards
 - Announcer & present awards to pilots

Seminar Coordinator

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- ▶ General
 - Report to Pilot Coordinator
 - Work with the Host Tent Coordinator

- Detail Budget requests to Financial Coordinator

▶ Develop seminar topics and schedule

Note: NO seminars during field events

- Bill Gargano & Betty Pfeiffer
- John Carr
- Eddie Johnson
- Roy Beisswenger
- Scott Hughes
- Rotax engine speaker
- Safety Speaker
- Sport Pilot speaker

Meteorite Hunt Coordinator

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- ▶ General
 - Report to Pilot Coordinator
 - Detail Budget requests to Financial Coordinator
 - Create reward tags for Meteorites (\$50)
 - Place Meteorites (before event)
-

Sky Parade Coordinator

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- ▶ General
 - Report to Pilot Coordinator
 - Detail Budget requests to Financial Coordinator
 - Develop Parade route
 - Train Parade Leader
 - Organize Pilots
 - Friday
 - Saturday
-

Cross-Country Flight Coordinator (Thursday)

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- ▶ General
 - Report to Pilot Coordinator
 - Detail Budget requests to Financial Coordinator
 - Develop Cross-Country route
 - Train Leaders/Tail pilot supervisors
 - Organize Pilots
-

Cross-Country Flight Coordinator (Friday)

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- ▶ General
 - Report to Pilot Coordinator
 - Detail Budget requests to Financial Coordinator
 - Develop Cross-Country route
 - Train Leaders/Tail pilot supervisors
 - Organize Pilots

Cross-Country Flight Coordinator (caravan out-of-area)

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› General

- Report to Pilot Coordinator
- Detail Budget requests to Financial Coordinator
- Setup Pilot Lodging
 - Camping
 - Hotels
- Setup pre-flight & post-flight meals
- Create road maps to area
- Create Pilot release/land forms
- Create a Recovery plan, for:
 - PPC's
 - Pilot Injuries
- Develop Cross-Country route
- Train Group Leaders/Tail pilot supervisors
- Organize Pilots / Briefings
- Supervise the CHECK-IN / CHECK-OUT sheet
(i.e., make sure that everyone that goes, returns)

Poker Run Coordinator

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› General

- Report to Pilot Coordinator
- Detail Budget requests to Financial Coordinator
- Create multiple SAFE landing locations
- Have playing cards (and attendants if possible) at each location
- Brief Pilots on runs
- Acquire rewards
- Handout rewards at Dinner?

Field BOSS

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- ▶ General (this position is the AUTHORITY at the field)
 - Detail Budget requests to Financial Coordinator
 - Work closely with the Safety/Security Officer
 - Work closely with the Pilot Coordinator
 - Create a 'downed' pilot recovery plan in conjunction with Safety Officer
 - Setup field pattern
 - Direction
 - Pattern altitude
 - Landing area
 - Create plan for changing field patterns
 - Facilitate aircraft moving off the field - after landing
 - Coordinate Flight Field Directors
 - Communication with Arriving and Departing aircraft

Security Officer

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- General (**this position is the AUTHORITY off the field**)
 - Detail Budget requests to Financial Coordinator
 - Work closely with the Field BOSS
 - Safety concerns of the Public & Pilots - (pilots safety on the field is under the Field Boss)

- Work with the Field Coordinator, to:
 - Create a Problem recovery plan for...
 - Aircraft recovery
 - Theft
 - Anti-social persons

- Work with the Medical Coordinator, to:
 - Create an Injury recovery plan (pilot)
 - Create an Injury recovery plan (Intro Flight client)
 - Create an Fatality recovery plan

Medical Coordinator

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- General
 - Report to Safety/Security Coordinator
 - Detail Budget requests to Financial Coordinator
 - Setup Medical tent

Contact List

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