



Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The Vintage Days committee is comprised of 8 coordinator positions; please rank each one in order of your preference and interest in joining, with 1 being your first choice, followed by 2, 3, etc.

\_\_\_\_\_ **Boomtown Carnival Coordinator** :: Responsible for promoting, organizing and encouraging campus organizations to participate and make money in a carnival atmosphere through unique gaming activities or food items. Organizes booth lottery process for selecting student organizations. Enforces rules and regulations regarding booth spaces and construction, and establishes food and game booth judging criteria.

\_\_\_\_\_ **Concerts Coordinator** :: Responsible for scheduling local bands/entertainment groups and arranging all load-in/out operations, sound, and hospitality. Responsible for any other concert productions during Vintage Days, including major artists or competitions (i.e., Battle of the Bands).

\_\_\_\_\_ **Crafts Faire Coordinator** :: Responsible for organizing and promoting the Crafts Faire. Recruits vendors and juries their applications to determine which crafts are handmade. Measures and creates layout for Crafts Faire. Enforces rules and regulations for booth size and determines layout of faire. Maintains contact with crafters during Vintage Days weekend and helps manage hospitality for volunteers.

\_\_\_\_\_ **Development Coordinator** :: Responsible for developing community contacts and soliciting donations from local and national sponsors. Works with the Public Relations and Marketing Coordinators to determine ad spaces in the Vintage Press. Contacts local businesses to sponsor other items as determined. Coordinator also has the responsibility of working with other coordinators and soliciting donations and sponsorships for their events.

\_\_\_\_\_ **Kid's Zone Coordinator** :: Responsible for organizing Kid's Zone area and providing suitable crafts and activities for a wide age range of children.

\_\_\_\_\_ **Marketing Coordinator** :: Responsible for artwork and printing of posters, flyers, banners and balloons, including advertising in campus and local media. Responsible for collaborating with Development Coordinators and working on layout, editing, and printing of the Vintage Press (Vintage Days magazine insert). Helps to promote Vintage Days to the campus community, with events leading up to Vintage Days.

\_\_\_\_\_ **Public Relations Coordinator** :: Responsible for creating and editing public service announcements and press releases. Works closely with campus and local media outlets, and serves as Vintage Days representative in all public relations matters. Helps to promote Vintage Days to the campus community with events leading up to Vintage Days.

\_\_\_\_\_ **Special Events Coordinator** :: Responsible for presenting an Opening and Award (closing) Ceremony for Vintage Days. Responsible for coordinating and integrating special events as applicable to the current theme that may take place during Vintage Days.