

## Event Committee Job Description

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### Walk to Cure Arthritis – Puget Sound Saturday, May 20, 2017 Cedar River Park

**Committee Objective:** Overall execution of the Walk to Cure Arthritis – Puget Sound. This includes event logistics, team development, and fundraising to hit event goal of \$64,000.

**Length of Involvement:** 6 months

**Time Commitment:** 2-3 hours per month (*possible additional hours in May*)

#### Responsibilities:

- Attend Walk to Cure Arthritis event
- Attend Kick Off Event (TBD March 2017)
- Attend monthly committee meetings ( in person or on phone)
- Start a team for the Walk, and fundraise amongst friends and family
- Recruit a second team
- Advertise the event throughout your social circle.
- Help execute various parts of the walk as needed/assigned by the Chair.
- Generate new revenue for the event by accessing personal connections (in-kind donors, sponsors, etc.)
- Sign up for a specific sub-committee, listed on the next page

#### About the Walk to Cure Arthritis

The Walk to Cure Arthritis – Puget Sound is one of the Arthritis Foundation’s annual nationwide signature events that raises funds and awareness to fight arthritis, the nation’s leading cause of disability.

The event features a three-mile and one-mile walk course along with arthritis information, health and vendor booths, music and activities for the whole family. When participants join these events, they feel empowered to make walking part of their lifestyle. Walking decreases joint swelling and pain associated with arthritis, builds muscles around the joints and increases flexibility and endurance.

In the months leading up to the Walk to Cure Arthritis, teams and individuals raise funds in their community to honor loved ones living with arthritis and to help the Arthritis Foundation deliver its mission to improve lives through leadership in the prevention, control and cure of arthritis and related diseases.

## Each Committee Member is requested to join at least one sub-committee for the Walk.

Additional sub-committees can be added as needed and individuals will work on multiple committees. All committee members are expected to help out with all aspects of the event but certain individuals will be the point person for those pieces of the event, ensuring the success and execution of their sub-committee.

### Sub-Committees:

- **Logistics – Multiple Positions**

- **Food & Beverage – One person needed**

- Secure in-kind food & beverage donations for areas including VIP Food, Volunteer Food, General Participant Food & Water  
Existing relationships with: Fred Meyer

- Entertainment – Balloon Artist, Facepainter, etc**

- Health Fair Area – One person needed**

- Assist with set up of area and sponsors as needed

- **Waggers Welcome – One person needed**

- Work to develop Waggers Welcome component that includes participation from local vets, animal shelters, pet stores & pet-friendly businesses.  
Assemble Waggers Welcome information to be distributed to local pet community  
Coordinate public relations activities around bringing your pet to the Walk  
Coordinate day of Waggers Welcome needs

- **Kids Zone**

- Plan activities for day of event  
Secure vendors for kids' area  
Recruit volunteers to help in kids' area

- **Route – One person needed**

- Sets day of route for participants  
Recruits additional adults to help set up course  
Oversee logistics on course

- **VIP Tent**

- Assist with set up and needs of participants

- **Marketing & PR – One or more people needed**

- Ensure that the public is well informed of the event.  
Create PR Timeline & media plan with help of Arthritis Foundation staff  
Work to secure media sponsors  
Press releases to media outlets

- **Canvassing**

- Help build awareness in the Community by putting up posters and attending community events (Farmers' Markets, etc.)

- **Social Media**

- **Advocacy**

- Ensure that the Arthritis Foundation mission is communicated throughout all aspects of the event.  
Support each honoree as necessary  
Plan and staff a booth showcasing Arthritis Foundation mission related activities: Programs, Public Health, Research, Advocacy

- **Team Development & Fundraising – One or more people needed**

Assist in reaching out to past team captains to encourage participation again this year.

Work with past team captains to increase the number of team members and the amount of money raised by providing them with suggestions and helping to get them the tools needed to be successful such as information packets, posters and other items as requested.

Identify and target new corporate, community and family teams.

Work on coming up with a strategy and executing that strategy to register new team captains for the event.

**Kick-Off Party**

**Prizes – secure and coordinate the pick-up of top fundraiser prizes**

**ALL: Volunteers (will overlap with other Committee jobs)**

Work with other Committee Members to find out volunteer needs

Recruit volunteers for Day of Event

Assign and direct Volunteers at the event

Provide a list to the AF and help send thank you notes following event

**All: Sponsorship**

Work on locating and recruiting new sponsors

Find best approaches to new sponsors

Secure contributions from local companies

Secure “in-kind” products and services to enhance event