

If you are interested in joining one or more of these committees, contact [ofest@chippewachamber.org](mailto:ofest@chippewachamber.org) today!

### Oktoberfest Committee Descriptions:

#### **Planning (1 hour/month January – October, assist at the event)**

Leadership for development of the event plan of action including sponsorship, entertainment, event schedule, event set-up, execution, and takedown.

#### **Food/Vendors (1 hour /month January – May, as needed to fill spots, assist at the event)**

Secure & coordinate event vendors. Manage the vendor event sales and collect reports. Manage the Festmeister Gala menu, including contacting caterers, and implementing plan decided on with Activities Gala committee.

#### **Entertainment (Meet as needed to fill entertainment spaces, assist at the event)**

Help Programs Director to secure and coordinate entertainment on main Biergarten stages as well as entertainment in the Familientreff building and outside.

#### **Volunteers (1 hour/month February – May & August- September, Assist at the event)**

Secure & coordinate, train and recruit event volunteers. Manage the volunteer orientation process and the Event Volunteer Check-in Desk. Oversight and daily set-up of the Event Information Stand.

#### **Activities (1 hour/month February – October, assist at the event)**

Coordinate & execute the following activities: Oktoberfest Card Party, Stein Holding Competition, Keg Rolling Competition, and Sauerkraut Contest. Manage the Oktoberfest Freund Sponsorship Program. Assist with the Festmeister Gala. Coordinate & execute family fun activities including games, art area and grounds parades.

#### **Souvenir Haus**

Coordinate & manage event merchandise sales including set-up, take down and cash handling. Select & order event merchandise.

#### **Décor (1 hour/month February – October, assist at the event)**

Coordinate and execute decorating the Oktoberfest Grounds, tents, and buildings. Oktoberfest display areas, contact the Historical Society for their display.

#### **Finance (3 meetings, March – October, assist at the event)**

Approve gate, parking and vendor commission structure. Coordinate & execute admission sales. Coordinate and execute event finances and vendor sales reporting. Schedule & train Finance Volunteers.

#### **Grounds (3-4 meetings March – October, assist at the event)**

Coordinate event layout. Includes oversight of the following: building & tents designated parking areas, gates, maintenance & garbage, electrical needs, services & supplies. Oversee security plans. Oversee the placement and operation of the Inflatables.

#### **EVENT ONLY (Commit to set up, tear down, or assist at the event shifts to help the event)**

Be the boots on the ground to help with set up, shift coverage at the event, and tear down.