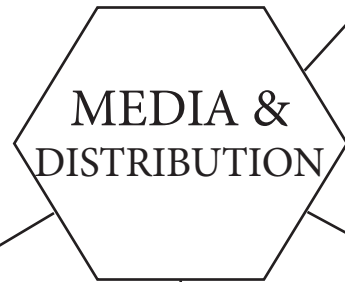




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# DRAGONS ON THE ROCK

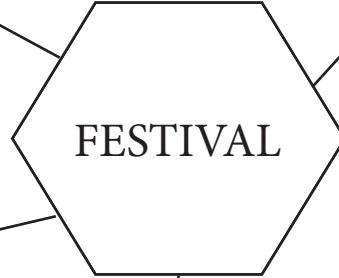
## Volunteer Flow Chart



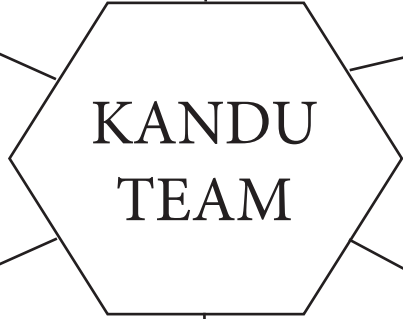
- Poster Distribution
- Facebook/Social Media
- Videography
- Photography
- Volunteer Coordinator



- Trash/Recycle
- Set-up/Clean-up
- Ice
- Security
- First Aid/Ambulance/EMT
- Bathroom Clean-up
- Porta Potties
- Best Events
- City of Janesville Permits



- Food Trucks
- Beer/Wine Tent
- Bartenders
- Bands
- Vendors/Exhibitors
- Kids Activities ~ Bouncy House, Face Painting
- Sales ~ Soda/Water, Items
- Volunteer Coordinator
- RAJ - Parking & Set-up
- Trash/Recycle Clean-up



- Team Boat Sales
- Sponsorships
- Donations
- T-Shirts
- Merchandise
- Company Presentations



- Boat Race & Registration
- Race Time Recorder
- Race Runner
- Race Marshall Volunteer
- Safety Boats
- Boat Assistants
- Drummer Contest Registration
- Drummer Announcer
- VIP Tent
- Team Tents
- Trash/Recycle Clean-up



- Street Chef Competitors
- Sponsorships
- Donations
- T-Shirts
- Registration
- Volunteer Coordinator ~ Direct
- Communication with Kerry
- Chefs & Mixologist

*Street Chef Title Sponsor*



# Committees & Volunteer Opportunities Overview

## **DRAGON BOAT RACE:**

Volunteers will work directly with KANDU's development department assisting with all aspects of the boat race. Volunteers will also work directly with 22Dragons on arrival and set-up for practices the week prior to the event along with race day tasks. KANDU will provide all necessary information. Volunteers will collect necessary team release forms, set-up and placement of team tents, hand out team packets and answer any questions they may have.

## **STREET CHEF CHALLENGE COMMITTEE**

Volunteers will reach out to past food trucks as well as brainstorm other Chefs who may want to participate. Volunteers will also be responsible for recruiting the necessary help for the day of challenge, working closely with Street Chefs and attendees. Volunteers will also run registration at the start of the event and count votes for People's Choice Winners. The main Volunteer Coordinator will be in direct contact with Kerry.

## **FESTIVAL COMMITTEE**

Prior to the event, volunteers will be responsible for contacting vendors and collecting the necessary documents (KANDU will supply). Volunteers will also work closely with KANDU employees on contacting bands, kids activities, such as clowns, bouncy house and face painting providers. During the event, volunteers will be responsible for recruiting the necessary volunteers to assist with food trucks and vendors check-in, placement on site, bartenders in the beer tent, soda-water and t-shirt sales.

## **LOGISTICS:**

Volunteers who choose the logistics committee will coordinate with local companies and ask for donations or discounted rates on behalf of KANDU. After verifying with KANDU on any contracts and/or rates, they will be the main contact for set-up during the event and scheduling any returns after the event. Only KANDU employees can sign or approve contracts.

## **MEDIA:**

Volunteers who choose to help with media will reach out to different connections in our community asking for volunteers and/or donations for video taping, photography as well as post videos, pictures and updates on Facebook throughout the day of the event. All material we gather from this years race will be used in promos for 2022 event.

## **KANDU'S MAIN EVENT CONTACTS:**

Liz Menz ~ 608.436.6721 or lmenz@kanduindustries.com  
Andrew Galauner ~ 608.755.4123 or agalauner@kanduindustries.com  
Lauren Oftedahl ~ 608.755.4123 or loftedahl@kanduindustries.com

## **SALES & PROMO:**

Volunteers who choose the sales and promo committee will promote the race by asking for team sign-up and/or sponsorships, donations, and distribute fliers. KANDU will supply all promo materials, assist with presentations when needed, provide invoices, team registration information, and scheduling team practices. Only KANDU employees can sign or approve of any contracts.

## **VOLUNTEERS DAY OF:**

All volunteers who assisted with pre-event planning will remain to be the main contact unless they will be participating in the race. There will be a designated location at the event that will be utilized for volunteer check-in. Please arrive 15 minutes before your volunteer time-slot.

## **COORDINATORS**

Each coordinator will be well versed in the race or festival. KANDU employees will assist and make sure each main volunteer coordinator has all important information for the day of the event.

Each volunteer who assists with the main categories below will meet with the Race or Festival volunteer prior to the event so everyone has a chance to ask any question and learn what their position will be doing during the time slot chosen.

Volunteer Coordinators	Food Truck/Vendor Contact
Boat Race & Registration	Team Tent Placement/Set-up
Race Time Recorder	Race Runner
Race Marshall Volunteer	Drummer Contest Registration
Drummer Announcer	VIP Tent Monitors
Volunteer Lunches	Entertainment Check-in/Set-up
Beer Tent Bartenders	Street Chef Competition Wristband Sales
T-shirt & Items Sales	Water & Soda Sales
Trash/Recycle Clean-up	Boat Assistants

***ALL OF US AT KANDU THANK YOU FOR YOUR TIME AND TALENTS!  
WE ARE EXCITED TO HAVE YOU ON OUR TEAM FOR  
DRAGONS ON THE ROCK!***