

FRONTIER DAYS FESTIVAL

On behalf of the Frontier Days Board of Directors, the Co-Chairmen, and all of our members, we are happy that you have chosen or considering to join Frontier Days. We look forward to having you share in the fun and work to make the annual Frontier Days Festival another outstanding community experience for the residents of Arlington Heights and the surrounding area.

Below you will find information of the structure of Frontier Days as well as areas for volunteering opportunities.

Organizational Structure

Board of Directors Festival Co-Chairmen Area Coordinators Event Chairmen Red Shirt Volunteers

Board of Directors

There are nine members of the Board of Directors, who oversee the policies and procedures of the organization. They are elected by the general membership and serve a two year term.

Festival Co-Chairmen

The two Co-Chairmen oversee the operational side of the Frontier Days' Fourth of July festival. The Board appoints these positions.

Area Coordinator Role

A Coordinator is responsible for obtaining chairmen for all events in their area. They assist their event chairmen with the budgeting and planning for their specific event or operation. An Area Coordinator also attends monthly meetings with the Festival Co-Chairmen and other Co-Coordinators for overall communication and planning of the Festival.

Chairman Role

A chairman, with the assistance of the Area Coordinator, plans the event, obtains volunteers for shift(s) during the event, obtains equipment and supplies, and meets budget allowances.

AREAS OF FESTIVAL

ADMINISTRATION AREA

Information Booth – These volunteers and Chairman must be experienced and knowledgeable about Festival and its layout. They give patrons activity and event information, directions, and answer questions.

Office Staffing – Experienced volunteers answer the phones prior to and during Festival. They answer questions about the Festival schedule, take messages, and assist as needed with office issues.

BEVERAGE

Ticket Sales: Sell beer/wine tickets – volunteers in this area should be both comfortable with and capable of handling money, as the pace needs to be kept fast in order to keep our patrons moving through the lines as quickly as possible.

ID Checking: Attend a training session prior to the Festival and check ID's during Festival

Beer/wine Sales: Serve beer and wine to our patrons

Designated Driver: Register participants and issue Designated Driver wrist bracelets good for two free soft drinks!

ENTERTAINMENT

Main Stage Spotlight Operator: Volunteers are needed to work the spotlight on the main stage platform during performances.

Equipment Setup: Volunteers will help with the setup and take down activities of the equipment used by the bands.

Parade Marshalls: Walking Marshals are needed during the 4th of July parade to walk with a unit and help the unit as needed. Non-walking marshal position will be assigned to one location to direct people, assist with crowd control, etc.

FAMILY ACTIVITIES

Family Activities Area: Face Painting, Watermelon Seed Spitting, Pony Rides, Pie Eating Contest, Bike Rally, Decorated Cake Contest, Artists in the Park and Pet Parade.

Volunteers in this area are needed to work a shift(s) at a chosen event and assist participants in these fun activities.

FOOD

Purchasing: Chairman orders all food used during Festival with bid letters and arranges deliveries and returns.

Inventory: Volunteers are needed to help in the inventory trailers, receive delivery of products, keep records of used products, and supervise teen helpers.

Equipment: This Chairman orders the necessary equipment, manages equipment set up, and keeps equipment working during Festival.

Food Booth Chairman: Responsible for setting up and running a food booth which involves supervising community groups serving and cooking food, obtaining supplies from inventory truck, handling cash box, and cleaning up booth at end of day.

GROUNDS & SERVICE

Set-Up Day: Volunteers get the Park ready for Festival and work as a group to install fencing and booths, unload equipment from the storage trailers, office attic and basement, clean refrigerators, make signs, etc. Every Red Shirt is welcome.

Day Six: Volunteers are needed to remove fences and signs, stack tables and chairs, clean and pack up the equipment.

During Festival: Volunteers provide maintenance and repairs as needed during the Festival. Assistance is also needed delivering tables, chairs and other equipment required for events.

Youth Service Corps: This Chairman supervises youths who provide trash removal and table cleanup.

Marshals: Marshals check coolers and containers at the gates, remove wrist bracelets from departing patrons, check for wrist bands on all those consuming alcohol, walk through the crowds to assist guests, keep the fire lanes open during entertainment, and help find lost children. They also patrol certain parking areas assigned to the Festival.

MARKETING

Festival Flyer: This Chairman collects information for flyer and designs event guide that goes to entire community.

Flyer Distribution: A Chairman and Volunteers are needed to distribute flyers to stores and other locations in the community before Festival.

Poster and Signs: The Chairman gathers information and creates necessary signage for the Festival. Volunteers may assist the chairman as needed.

Advertising: This Chairman assists in the management and decision making of where to advertise as well as produces artwork for all publications print and digital.

Photography: This Chairman and any volunteers take photos at all meetings, setup day, during Festival, sponsor reception, during the parade, and at take down day. Photos are then compiled for an historical record of each Festival

SALES

Frontier Store: This Chairman oversees the ordering of inventory and staffing of the store. Volunteers Work a shift(s) selling candy, beverages, and supervising Teen Team helpers. Open all 5 days.

Marketplace: The Chairman organizes the event, solicits vendors, and oversees the entire Marketplace. Volunteers may staff the Crafter/Vendor Information Station during specific time frames at this 2-day event to answer questions for patrons and crafters/vendors.

SPECIAL EVENTS

Bingo – The Chairman, along with the help of the Area Coordinators, plan and organize the event. Volunteers help on bingo days with calling bingo, selling cards, performing accounting, and calling back the numbers of potential winners to the stage.

Citizens with Disabilities Day – This event hosts citizens with disabilities and their families as guests of Frontier Days on the Saturday during the Festival. The Chairmen plan and organize the event. Many volunteers help with registration of guests, preparation and serving of food, entertainment, and carnival rides. Teen Team members also help with this event.

SPONSORS

Sponsors: Call on local businesses for sponsor donations in all categories. Also need a volunteer to act as liaison for sponsors during the days the sponsor has a booth at the Festival.

SPORTS ACTIVITIES

3v3 Soccer Tournament: This is a 2-day event for soccer players of all ages. Volunteers would help run the event.

Misc. Events: Hockey Skills, Baggo, and Volleyball. These events are one or two day events for all age groups. Volunteers would help run the event.

Stampede: Volunteers help with the registration of the runners, stand on assigned street corners along racecourse, pass out water etc.

STAFFING

The Coordinator recruits community groups before the Festival to staff these areas: food, beer, and carnival ticket sale booths. Volunteers help post group names, check on staffing groups, and pass out donation checks to groups when work is completed.

VOLUNTEERS

Shirt Chairman – This Chairman distributes the Shirt Order Forms, orders the shirts and handles their distribution to members. The Chairman also inventories the existing supply of shirts, hats and jackets.

Teen Team Chairman – Coordinates Teen Team volunteers and the staffing of these teens as needed at designated events. Teen Team shirt orders are coordinated with the Shirt Chairman.

We invite you to attend our General Membership meetings scheduled for May, June, and October. Information