



**2011 COMMITTEE MEMBER &
EVENT COORDINATOR APPLICATION**

*If you would like your event to be included in the 2011 Snowflake Festival promotional materials please submit your application by **April 14, 2011**. Mail or bring application to the City of Klamath Falls Parks Division, P.O. Box 237, 226 S. 5th St, Klamath Falls, OR 97601 or turn in at a regular monthly Snowflake Committee meeting.*

YOUR NAME: _____

MAILING ADDRESS: _____

PHONE (work/home): _____ PHONE (cell): _____

EMAIL: _____

ORGANIZATION SPONSOR/POSITION: _____

REQUESTED EVENT DATE/TIME: _____

COORDINATOR/REPRESENTATIVE FOR WHICH EVENT(S): _____

Are there any other volunteers who need to be included in emails or who might attend meetings with you or as your representative? _____

Who should any certificates of appreciation be made to or sent to? _____

To be part of the sanctioned Snowflake events, we simply ask that you try to volunteer time to be on at least one sub-committee. Are you willing to participate in a committee and which one? (The sub-committee list is on the reverse of this page) Thank you for your time!

You will be asked to provide a written "narrative" of your event to be included in the advertising to describe to the public what your event is, where, when, costs, etc.

SNOWFLAKE SUB-COMMITTEE LIST: Please choose what you feel you can be responsible for and commit time to helping as a committee.

- Parade/Vendor (Chamber is primary but could always use volunteers), accepts parade entries, coordinates for special guests vehicles, arranges for Santa vehicle, manages parade entries and provides rules to follow, coordinates with City Police for assistance, etc. Manages list of vendors during parade.
- Coloring Contest/Essay Contest – tasks: creating coloring page from committee suggestions and use of current logo, distribution of pages to schools, judging entries, arranging for prizes – prizes may be purchased again by Charter for coloring contest, etc. Also, creating essay theme from committee suggestions and current year Snowflake theme, assist in distribution of pages to schools, judging entries, arranging for prizes, prize distribution, etc.
- Advertising
 - Newspaper (vendor producing the Brochure, essay/coloring contest pages, etc)
 - Radio
 - Television
 - Outside agencies such as Discover Klamath
- Special Guests Coordinators
 - Snowflake Princesses
 - Santa Claus
 - Miss Oregon (if applicable)
 - Klamath Falls City Mayor
 - Charter Character (Charter Rep is primarily responsible)
 - Guests photographers – coordinate for events and locations with photographer(s)
- Snowflake Theme and Logo/Apparel (vendor, locations, items to be sold, costs, etc)
- Volunteer to help at events such as the Snowflake Dinner/Dance, Brunch with Santa, at apparel locations, Santa helper at Santa events, etc.
- Decorations – assist in planning decorations for downtown area, Veteran’s Park, and other locations to be determined. Coordinate with Downtown Business Assoc.
- Family Fun Night: - volunteer to provide booth for children or families, games, suggestions for ideas, locations, etc.