

Building a Core Committee for Your Event

The key to success lies in recruiting a group of people to serve as the core committee to help you plan your event. There are many moving pieces when it comes to organizing an event, which is why it is so important for volunteer event organizers to have core committees and work as a team.

Required Volunteer Roles

Volunteer Event Organizer (VEO): works directly with the event coach to complete all event logistics including securing the venue, nominating a core committee, getting the venue agreement signed, ordering supplies, etc. The VEO will manage the event website and ensure information is accurate. They will communicate regularly with all participants and use communication tools to build event momentum and encourage fundraising. In addition, they will ensure all volunteers understand their duties and are prepared for the event. Last, but not least, they will thank all sponsors, volunteers, participants and Honored Families/Kids.

Treasurers: Each event **MUST** have **at least** two (2) treasurers, not related to each other or the VEO, and must complete and pass a background check. The treasurers are responsible for handling all cash flow during the event. This includes any other donation collecting stations such as an auction close-out, T-shirt sales, etc. The lead and second treasurer are responsible for counting the proceeds following the event, completing the [event proceeds report](#) and submitting to St. Baldrick's no later than two (2) weeks after the event.

Shavee Recruiter: work with the VEO to create an outreach plan for recruiting participants to shave and raise money for the event. They will be responsible for communicating with shavees leading up to the event by providing guidance and motivating their fundraising efforts as well as providing information on submitting donations before, during and after the event.

Barber Coordinator: responsible for recruiting and securing licensed barbers/stylists for the event. It is recommended that there is one barber for every 10 shavees. They will serve as the point of contact and liaison between the VEO and volunteer barbers. They are responsible for ensuring all barbers are licensed in the state and registered on the St. Baldrick's website. The barber coordinator ensures each barber has completed a barber agreement and maintains the barber schedule on the day of the event.

Barbers: All barbers must be licensed in the state or jurisdiction where the event is taking place. They must complete a [barber agreement form](#) and turn it in to the barber coordinator before the head shaving takes place. Each shave should take between 10-15 minutes including clean up. These individuals must follow the barber policies outlined on the barber agreement and the [Barber Tips and Clips](#).

Optional Event Support Volunteer Roles

Social Media Coordinator: This role is responsible for managing the event's social media pages. They will create posts, share event information and post photos and updates. They will assist, encourage and engage with shavees using their own social media platforms and can reach out to the Event Coach or St. Baldrick's Social Media team for ideas (*great role for college events*).

Media/PR Coordinator: This volunteer will need to familiarize themselves with the St. Baldrick's [Media Talking Points](#). They will be responsible for contacting local media outlets (radio, magazines, newspapers, news stations, etc.) and distributing press releases. They will serve as the point of contact for media on the day of the event.

Raffle/Silent Auction Coordinator: This role is responsible for familiarizing themselves with local laws and regulations that pertain to raffles and silent auctions in their state. They will also take the lead in securing raffle and/or auction items as well as setting up raffle and auction events. They will coordinate with the VEO on the timeline for the day of the event. Lastly, they will organize the close-out process and create a system for payment and delivery of items (if needed).

Sponsorship/In-Kind Donations Volunteer: This volunteer will be responsible for contacting local businesses and companies to request sponsorships and in-kind donations for events.

Recognition Coordinator: This individual is responsible for volunteer and donor recognition before, during and after the event. They will serve as the point of contact for Honored Families (if applicable) and ensure that they are comfortable and acknowledged during the event. They will work closely with VEO and emcee to announce top fundraisers and honored guests as well as setting up the League of Legendary Heroes ceremony and any other recognition opportunities as discussed by committee members.

Day of Event Support Roles

Stage Manager: This person controls the event program flow, refers to the shavee schedule (if needed) and organizes shavees. They work with the VEO and emcee to execute and organize speakers, games/activities, VIPs, honored kids, etc.

Emcee, aka “The Life of the Party:” Emcees keep the event program moving by introducing guests and engaging the crowd with personal stories of honored kids, interviewing shavees, telling fun/interesting facts and encouraging additional fundraising throughout the event.

Photographer: This individual photographs the event highlights and participants in action. They can refer to St. Baldrick's [Photographer Guidelines](#), and can upload all photos to the photo gallery after the event.

Greeters: People in this role greet guests at the event entrance and guide attendees to the check-in tables for shavees, media and honored guests.

Set-Up and Clean-Up Crews: Crews help the VEO with the set-up and breakdown of event materials such as tables, chairs, tents, etc. They also help sweep hair during and after event.

Floater(s): A floater assists the VEO, stage manager and treasurer as needed.

Questions?

We are just a phone call or email away! Contact us at Events@StBaldricks.org or 888.899.BALD (2253).

