

**The key to success lies in recruiting trusting, reliable, and hardworking 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 to work as a team.**

## Required Core Committee Roles

**Volunteer Event Organizer (VEO):** Works directly with the event coach to complete all event logistics: managing the website, nominating a core committee, securing the venue, ordering supplies, etc. Communicates regularly with all participants to build event momentum and encourage fundraising. Ensures all volunteers understand their duties and are prepared for the event. Thanks all sponsors, volunteers, participants and Honored Families/Kids.

**Treasurers:** Handles all cash flow during the event. Including concessions, auction close-out, a raffle, etc. Counts the proceeds following the event, completes the [event proceeds report](#), and submits to St. Baldrick's no later than two (2) weeks after the event.

***PLEASE NOTE:** Each event MUST have at least two (2) treasurers, not related to each other or the VEO, and must pass a background check.*

**Shavee Recruiter:** Works with the VEO to create an outreach plan to recruit participants to shave and raise money. Communicates with shavees to motivate them in their fundraising efforts and provide guidance on submitting donations before, during and after the event.

**Barber Coordinator:** Responsible for recruiting one barber for every 10 shavees and securing licensed barbers in the state for the event. Ensures all barbers are registered on the St. Baldrick's website and have completed a barber agreement. Serves as the point of contact and liaison between the VEO and volunteer barbers and maintains the barber schedule.

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

Being the VEO of a St. Baldrick's Event is a tremendous opportunity and an awesome responsibility. But, it simply cannot be called a success without an AMAZING Core Committee!  
- Jaime Lenhart



## Optional Event Support Volunteer Roles

**Social Media Coordinator:** Manages the event's social media pages. Creates content to increase fundraising, provide recognition, and share event information. Encourages participants to utilize their own social media platforms to get the word out. Can reach out to the St. Baldrick's Social Media team for ideas (*great role for college events*).

**Media/PR Coordinator:** Familiarize themselves with the [St. Baldrick's Media Talking Points](#). 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:** Familiarize themselves with local laws and regulations that pertain to raffles and silent auctions in their state. Sets up day of event raffles/auctions and secures in-kind donations. Coordinates with the VEO on the timeline for the day of the event. Creates a system for the close-put process: payment and delivery of items (if needed).

**Sponsorship/In-Kind Donations Volunteer:** Contacts local businesses and companies to request sponsorships and in-kind donations for the event.

**Recognition Coordinator:** Responsible for volunteer and donor recognition before, during and after the event. Serves as the point of contact for Honored Families (if applicable) and ensures that they are comfortable and acknowledged during the event. Works closely with VEO and emcee to announce top fundraisers, honor guests, set up the League of Legendary Heroes ceremony, etc.

## Day of Event Support Roles

**Stage Manager:** Controls the event program flow, refers to the shavee schedule (if needed) and organizes shavees. Works with the VEO and emcee to 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, sharing childhood cancer facts and encouraging additional fundraising throughout the event.

**Photographer:** Captures the event highlights and participants in action. Refers to [St. Baldrick's Photographer Guidelines](#) and submits Photography Release Form ([professional photographer](#) or [amateur photographer](#)) to share the photos with the St. Baldrick's marketing team.

**Greeters:** Welcomes guests at the event entrance and guides attendees to the check-in table for shavees, media and honored guests.

**Set-Up and Clean-Up Crews:** Helps the VEO with the set-up and breakdown of event materials such as tables, chairs, tents, etc and sweeps hair during and after event.

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



Questions? We are here to help! Contact us at [Events@StBaldricks.org](mailto:Events@StBaldricks.org) or 888.899.BALD (2253).