



DOUGLAS COUNTY FAIR BOARD- GUEST SERVICES COMMITTEE

WEDNESDAY, JANUARY 12, 2022 AT 5:30 PM

EVENTS CENTER CONFERENCE ROOM

MINUTES

Meeting

Staff Update

Task Spreadsheet will be updated weekly and sent to committee to keep them on track.

Volunteer Sign Up

Sign Up Genius will be used for County staff and outside volunteers, for both ticketing and other tasks. Generic time slots will be created for sign up and specific assignments will be given day of based on needs.

Committee will try to have notes options for people with specific limitations

Additional meeting scheduled on January 26th to decide on shifts for each day.

There is potential for additional days for volunteers the first weekend of Fair depending on scheduled events.

Orientation Dates

Orientation will be scheduled for Saturday, July 16th in the Events Center Conference Room at 11 am and 1 pm.

Volunteer Recruitment Strategy

The committee will begin thinking about groups, businesses, and schools they can reach out to.

Gary suggested the committee can reach Highlands Ranch through the Farmer's Markets. The committee does have a budget to purchase a booth space if necessary.

Scott mentioned that the committee used to set up booths at community centers when they had events as well.

Sonia added that a few years ago the committee helped Fair Foundation with Boots and Brews to get the word out.

The Committee members will bring more information to the meeting in February to make decisions on what options will yield the biggest ROI, and to sign up.

Other Items

Committee has voted to buy gift cards for drawings for volunteers at each shift instead of providing meal vouchers. Snacks will still be provided.

Quotes are being collected for shirts. Committee has decided on red and would like to look at polo shirts and t-shirts. All volunteers will wear the same shirts.

Allison will create the business cards as soon as possible for committee members to pass out. Would like the QR code to sign up on it.

Next Meeting:

2/9/2022 at 5:30pm

Comments: