



DOUGLAS COUNTY FAIR BOARD- GUEST SERVICES COMMITTEE MEETING

TUESDAY, OCTOBER 12, 2021 AT 5:30 PM

EVENTS CENTER CONFERENCE ROOMS

MINUTES

Meeting

New volunteer shirts

Decision was made to keep yellow shirts for 2022 since we already have them. Committee agrees no sponsor name on the shirts since they change so often. Jean suggested signage for a sponsor the same color as shirts.

Deadline for Sponsor- Regular sponsor deadline form Marketing

Volunteer Appreciation

Committee will purchase gift cards that can be “raffled” off for the volunteers at each shift. Volunteer appreciation dinner as an event does not work. Jean will get a proposal for number of cards and total cost for the next meeting.

Prioritize Volunteer Shifts

Carnival hours and 1 hour before Rodeo are the busiest. Committee will create shifts in blocks of time vs by tasks/locations. Jean and Allison will work on creating a draft of volunteer shifts for signups.

Volunteer Sign-Up Options

Sign up Genius for all volunteer registrations. It’s a simple system and has reporting capabilities. Sonia and Michelle will do some research on the product for the November meeting.

Would like to have registration set up in February.

Golf Cart Drivers

It’s okay to have volunteers as golf cart drivers, must possess a driver’s license (18 and older preferred). If we can have shuttles, have a set path for the shuttles to take; it’s better than driving groups specifically where they want to go.

Need to add these shifts to our sign-ups and need to plan for getting additional golf carts if they are needed.

Discussion will be continued at next meeting.

Ticket Sales

Tim introduced Sonia, who will be joining the committee from the staff side to take on more for ticketing from the beginning to make that process more fluid and provide more information on the ticketing side with the committee.

Committee discussed some changes for 2022 with the goal of having the ticket staff and outside volunteers come together as a group.

Volunteers for Year-Round Events

Committee will look at this for 2023.

Volunteer Recruitment Plan

Jean would like to host a few volunteer "fairs"- to recruit volunteers, April and May would be best months for this.

Plan of Work

Working document for the admin committee. Gabe will fill this out based on conversations today, and it will be updated as we go through the planning process.

Next Meeting: November 9, 2021

Comments: