

Area of Action	Responsibilities
Candyland & Tooth Fairy	<ul style="list-style-type: none"> - Solicit candy donations from vendors - Solicit Wal-Mart and Sam's Club for donations - Solicit and secure bags for candy - Pick-up candy (event week) - Manage Candyland area - Prepare bins for storage after event - Work with Sponsorship committee to secure sponsor for the area
Characters	<ul style="list-style-type: none"> - Develop list of characters - Solicit costume companies for discount or donation - Create a schedule for characters - Manage volunteer fittings for costumes - Manage all aspects of the costumes
Disco	<ul style="list-style-type: none"> - Develop a theme for the disco - Secure DJ and dance floor - Work with Sponsorship committee to secure sponsor for the area
Dip Jar & Patient Awareness Photos	<ul style="list-style-type: none"> - Secure Dip Jar Contract and Set-up - Determine placement and campaign for dip jars throughout event
Duuval Den	<ul style="list-style-type: none"> - Refresh the décor and theme of the doors - Work with Volunteer and Costume committees to coordinate character needs - Coordinate with Set-up/Wrap-up committee for week of event logistics
Entertainment	<ul style="list-style-type: none"> - Assist in securing emcee and DJ for event - Coordinate Entertainment for Theatre and walking during event - Develop a schedule for Theatre stage - Send follow-up confirmation letters - Create emcee script and submit prior to event
Minion Town/Aquaman	<ul style="list-style-type: none"> - Refresh the décor and theme of the doors - Work with Volunteer and Costume committees to coordinate character needs - Coordinate with Set-up/Wrap-up committee for week of event logistics
Firehouse / Local Superheroes	<ul style="list-style-type: none"> - Refresh the décor and theme of the doors - Work with Volunteer and Costume committees to coordinate character needs - Coordinate with Set-up/Wrap-up committee for week of event logistics

Food & Beverage	<ul style="list-style-type: none"> - Determine vendors for food, beverages and any rentals; solicit donations where possible - Solicit needed donated items from appropriate vendors (i.e. Champion Brands, Southeast Atlantic Beverage, etc.) - Call all donors of items and confirm details (i.e. Date, location, quantity, delivery/pick-up) - Coordinate with facility and any vendor details - Work with Run committee on securing food for that evening - Work with Sponsorship committee to secure sponsor for the Food Court - Coordinate decorations of areas
Superhero Academy	<ul style="list-style-type: none"> - Refresh the décor and theme of the doors - Add chalk wall for writing super powers - Work with Volunteer and Costume committees to coordinate character needs - Coordinate with Set-up/Wrap-up committee for week of event logistics
PedsCare VIP Area	<ul style="list-style-type: none"> - Changing tables for families, with curtain (Danielle Eves with PedsCare will help coordinate)
Promotions	<ul style="list-style-type: none"> - Coordination of all promotional items needed for event i.e. bags, autograph pillows, luggage tags, t-shirts, etc. - Coordinate the delivery of items in a timely manner - Coordinate and manage the assembly of bags
Public Relations	<ul style="list-style-type: none"> - Secure television and radio station to provide promotional sponsorship - Submit event to community calendars - Seek out businesses, neighborhood newsletters and other non-profits that support us to promote event - Give radio and TV sponsors recommendations and submit copy for ads
Pumpkin Door/Princess Castle Door	<ul style="list-style-type: none"> - Refresh the décor and theme of the doors - Work with Volunteer and Costume committees to coordinate character needs - Coordinate with Set-up/Wrap-up committee for week of event logistics
Set-up/Wrap-up	<ul style="list-style-type: none"> - Coordinate all set-up and break down responsibilities - Work with movers and contactors to secure the placement and assembly of doors and toy factory - Fluff and decorate doors and toy factory - Keep inventory of all items in storage
Salon	<ul style="list-style-type: none"> - Develop a theme for Salon - Assist in securing face painters, hair gellers, etc. - Set up stools and accessory tables for event - Work with Volunteer and Costume committees for any character needs - Work with Sponsorship committee to secure sponsor for area
Toys	<ul style="list-style-type: none"> - Solicit appropriate toy donations for event - Coordinate bin placement of toys at the various locations - Coordinate the inventory and pack-up after event
Encanto Adventure	<ul style="list-style-type: none"> - Refresh the décor and theme of the doors - Work with Volunteer and Costume committees to coordinate character needs - Coordinate with Set-up/Wrap-up committee for week of event logistics

Volunteers	<ul style="list-style-type: none">- Get with other committee chairs and determine how many volunteers are needed for each committee, set-up and break down- Create call list of potential volunteers and area of interest- Submit written request to Volunteer Jacksonville, Junior League, etc. for volunteers- Continue working with committee chairs to develop changing needs assessmentStart confirming volunteers, reviewing timelines and responsibilities- Confirm all volunteers, review their responsibilities with them and create meeting points- Create sheets with map of event/timeline and color code each group of volunteers- Create name tags or get volunteer t-shirts to identify volunteers the days of event- Volunteer assignment mailing- Manage check-in and check-out for event volunteers- Coordinate with PedsCare Families and Staff if they would like to volunteer at event! <p>**new in 2022*</p>
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