



2011 JINGLE BELL RUN COMMITTEE
APPLICATION FOR VOLUNTEER PLANNING COMMITTEE

Name: _____

(first)

(last)

Mailing Address: _____

(street)

_____ (city)

_____ (state)

_____ (zip)

Title/Occupation: _____

Phone: Home: _____ Work: _____

Fax: _____ E-mail: _____

How do you prefer to be contacted? (circle one)

Phone at work Phone at home E-mail

What is the best time of day to schedule meetings?

___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun

What area of the planning committee would you be interested in – See Below:

Sponsorship Committee: Identify and recruit prospective cash or in-kind sponsors in the community.

PR/Marketing Committee: Responsible for proactive public relations and marketing efforts to increase awareness and brand identity of the Jingle Bell Run and the Arthritis Foundation. With input from staff, the Chair of this committee will develop a marketing plan and lead the Marketing Committee in implementing it.

Logistics Committee: Responsible for ensuring all aspects of event day are planned, coordinated and efficiently run. The Chair organizes, manages and directs the Logistics Committee overseeing each area and holding sub-committee meetings. This committee will also be in charge of food and beverages for the event.

Volunteers Committee:

This committee will recruit day-of volunteers for Jingle Bell Run event day. The committee will organize volunteer meetings/orientation and give volunteer assignments prior to the event, as well as organize volunteer registration and assignments on the day of the event.

Mission Delivery Committee:

This committee will plan the Mission Delivery section of the event. The task of this committee will be to ensure that the Arthritis Foundation Mission is visible at the Jingle Bell Run and provide attendees with information about programs and services that are available.

Entertainment Committee:

This committee will select, secure and execute the best entertainment possible for the event. Some tasks of this committee will be to secure contracts with bands or other entertainers, secure an M.C. for the event, create an entertainment/event time-line, work with bands regarding staging/lighting/etc., and provide for entertainer needs.

Please give us a brief description as to where your interest lies and why you want to be a part of the planning committee for 2011:

Please contact with questions:

Arthritis Foundation, B.J. Farrell
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317.879.0321 ext. 203 or bfarrell@arthritis.org