

**ELIOT INSTITUTE
EXTRAVAGANZA COORDINATOR
(Creative Arts only)
(Approved April 2018)**

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: Ability or experience in coordinating events .

GENERAL RESPONSIBILITIES: Plan and facilitate the Extravaganza. The Extravaganza is an opportunity to appreciate the works that have been created by our fellow campers.

SPECIFIC RESPONSIBILITIES: [See Timeline]

**EXTRAVAGANZA COORDINATOR
TIMELINE**

BEFORE CAMP

- _____ Register for camp. Sign contract and Code of Ethics; return to Registrar.
- _____ Regularly check the website job description for a new Revised date.
See www.eliotinstitute.org —> Volunteers —> Camp Jobs
- _____ Communicate with Dean as to their vision for this event. Share your ideas with them.
- _____ Determine a tentative plan, especially what presentation you expect from each workshop.
- _____ Contact Workshop Presenters to let them know about the event and what their role will be.

ARRIVAL DAY

- _____ Attend staff meeting.

FIRST DAY

- _____ Speak with the different art track presenters in advance to see if there are any special needs. Some presenters need just 5 minutes to recognize the participants and others need up to 20 minute (writing).
- _____ Attend staff meeting, if requested.

DURING CAMP

- _____ Attend staff meetings, if requested.
- _____ Speak with deans and art track leads. Define the start time. Communicate with presenters their order of presentation and time allotment.
- _____ Solicit some setup and clean up assistance.
- _____ The AV coordinator is a big part of making the event a success. Ask presenters about any special needs in advance and let AV Coordinator know.
- _____ Prepare write up for newsletter?
- _____ Prepare timeline for event and post [See Ideals, Hints, and Tips - Sample Timeline]

LAST DAY

- _____ Coordinate with the social hour host to transfer all unused social hour donations to the meeting house. Make a food run the day before the event. [See Ideals, Hints, and Tips - Food for Event]
- _____ Room set up: we cleared the back of the room as a reception area. The stage curtain was closed for a later reveal of the Puppet group (they went second). Set up only enough chairs for the number of campers. The extra chairs were set up facing the back of the room or stacked on the sides. This allowed a food and drink set up in the back. It also well defined the reception time.

AFTER CAMP

- _____ Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

IDEAS, HINTS AND TIPS

FOOD FOR EVENT

Trader Joes was an excellent choice. One stop had all the food requirements covered, they have: Vegan, Non-dairy, Gluten-free, Nut-free, and Vegetarian.

The budget should be less than \$2/ camper (with 100 campers the total was \$174 in 2017, we had several salty snacks left over from the social hour).

To drink: I selected sparkling: lemon water, fruit juice & chardonnay (looks very festive, like champagne but non-alcoholic) 9 bottles of each type.

Desserts: frozen ice cream sandwiches, an elegant pastry pack 12 to a pack, lemon bars and special cookies (vegan and gluten-free). There were about 8 bags of chips, pretzels and popcorn left over from social hour + a tray of veggies. Seabeck provides cups. Ice was saved in a camper provided ice chest from social hour from the previous day. Store the frozen items in the dining room freezer or box up the frozen items and ask the Seabeck staff to store them.

SAMPLE TIMELINE

- 1:15-1:45 Set up (start the drinks cooling)
- Five minute warning (music)
- 1:45 Call to seats (flash the lights)
 - First 4 of 7 presenters (storytelling, and writing take a bit longer)
- 2:45 (20 minute reception, food and drink)
- 3:00 music (piano, seven minutes)
- 3:05 Call to seats (flash the lights)
 - Final 3 presenters + choir (Photography and the faster presentations)
- 3:35 Board rep and Deans
- 3:45 Recession to a circle on the lawn in front of then goodbyes
- 3:50- 4:15 clean up.

(Created April 2018)