

Volunteer! Events Planning Committee Opening

The Events Planning Committee has an opening for a volunteer to join the committee to help plan the annual Millersburg City events. The following role is open:

- Stage Entertainment

Before applying, please see the position description for a list of the responsibilities.

Participation requires a time commitment of approximately 2-8 hours per month (depending on position) to attend monthly meetings regularly scheduled on the 1st Thursday. As the events approach, members will meet more as needed to finalize plans.

Thank you for your interest!

Thank you for your interest in joining the Millersburg Events Planning Committee. It is through volunteers like you that the City is able to hold fun-filled and entertaining annual events.

Please send completed application materials, including Supplemental Application, to City Recorder Kimberly Wollenburg at kwollenb@cityofmillersburg.org.

Please know that even if you aren't selected, the Committee still needs volunteers to serve on sub-committees and help out during the Celebration, and we'd be delighted to have you join us. If you aren't selected, let us know if you are interested in a sub-committee or to volunteer during the event.

Thank you!

STAGE ENTERTAINMENT - VACANT

Secure Artists with City approved contract and determine deposits required
Manage rentals for stage and sound/lighting equipment
Maintain communication with all stage artists and rental services up until event
Organize delivery and assembly of stage and sound/lighting equipment
Manage all aspects of stage, equipment and artists day of event
Determine need for volunteers and duties for event
MC event

Communicate with: Logistics, Volunteers, Food Trucks/Vendors, Marketing, Signage/Apparel, Sponsors/Business Relations

IMPORTANT NOTE: Monthly meetings, regularly scheduled on the 1st Thursday from 6 – 8 pm. About 2-4 hours per month, increasing to 5-6 or more hours as the event date approaches.



COMMISSION AND COMMITTEE APPLICATION

(Please print legibly or type)

CITY HALL
4222 NE Old Salem Road
Albany, OR 97321
www.cityofmillersburg.org
(458) 233-6300

Commission and/or Committee Preference:

(list all for which you are applying)

Name: _____ Preferred First Name: _____

Residential Information:	
Home Address: _____ _____	Phone: _____ Cellular: _____
E-mail: _____	Fax: _____ <i>(Optional)</i>

Employment Information:	
Employer's Name: _____ Work Address: _____ _____	Phone: _____ Cellular: _____
E-mail: _____	Fax: _____ <i>(Optional)</i>


Please provide information as requested below to describe your qualifications to serve on this City of Millersburg Commission or Committee. Feel free to provide additional information you wish to share with the City.

- List current or most recent occupation, business, trade, or profession:

- List community/civic activities. Indicate activities in which you are or have been active:

- Indicate why you are interested in serving on this commission or committee and what other qualifications apply to this position.

- What contributions do you hope to make?

Please consult the *Guide for Public Officials* and the *Guide for Public Officials 2015 Supplement* that are posted on the state of Oregon's website at <https://www.oregon.gov/ogec/Pages/Guide-for-Public-Officials.aspx> (see )

Guide for Public Officials



The guide has been revised to include informational links to statutes and rules to give you a more complete reference tool.
[Click here to access the guide.](#) [Click here for Guide for Public Officials 2015 Supplement.](#)

Signature of Applicant

Date



COMMISSION / COMMITTEE SUPPLEMENTAL FORM

Your Name _____

Commission / Committee Name _____

Sometimes, the City receives requests for contact information for members serving on City commissions and committees. Under Oregon law, as a public body volunteer serving the City, your addresses and telephone numbers are generally exempt from public disclosure.

To help City staff members, could you please check “yes,” “no,” or “not applicable” below as to whether or not you authorize this information being available to the public:

Home Address	___ Yes	___ No	___ Not Applicable
Home Telephone Number	___ Yes	___ No	___ Not Applicable
Home Fax Number	___ Yes	___ No	___ Not Applicable
Personal Cell Number	___ Yes	___ No	___ Not Applicable
Home E-mail Address	___ Yes	___ No	___ Not Applicable
Work Address	___ Yes	___ No	___ Not Applicable
Work Telephone Number	___ Yes	___ No	___ Not Applicable
Work Fax Number Work	___ Yes	___ No	___ Not Applicable
Cell Number	___ Yes	___ No	___ Not Applicable
Work E-mail Address	___ Yes	___ No	___ Not Applicable

Generally, only information for which you have checked “yes” will be released. If you have chosen “no” to all and a citizen wants to communicate with you, the City will suggest that s/he either:

- send a letter to you c/o the City Recorder, 4222 NE Old Salem Road, Albany, OR 97321; then the City will forward it to you; or
- leave a phone message or e-mail message with the City Recorder who will then give the message to you.

Signature _____

Date _____

Supplemental Application

Please share with the Committee why you think you would be a good fit for the position you are applying for. We are looking for some idea of how you will fit into a group whose current members have high energy, attention to detail, and the desire to put on the best event possible for residents, Millersburg businesses, and guests.

By applying to be on the Events Planning Committee I acknowledge that I understand the level of time commitment involved and that regularly attending meetings are important to the mission of the Committee.

MISSION STATEMENT:

To strengthen and support the growth and development of Millersburg by planning and organizing exceptional community activities.