



THE MAGICAL REALM FANTASY FAIRE

Mail to: The Magical Realm, P.O. Box 2781, Kalamazoo, MI 49003
www.TheMagicalRealm.com ♦ Info@TheMagicalRealm.com ♦ 269-873-2586
Saturday, June 6, 11 am - 7 pm and Sunday, June 7, 10 am - 5 pm
Eaton County Fairgrounds ♦ 1025 Cochran Ave. ♦ Charlotte, MI 48813

Executive Committee Application & Agreement

Date: _____

Name: _____ Faire Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Email : _____

Phone: _____ Best time to call: _____

(Please use the back of this form or a separate sheet as necessary to answer the following questions:)

1. Why do you want to become a member of The Magical Realm Fantasy Faire Executive Committee? Circle if Returning: Yes
2. What is your desired position? *(Marketing Coordinator, Security/Medical Coordinator, Entertainment Coordinator, Cast Coordinator, Children's Activities Coordinator, Merchant Coordinator, Volunteer Coordinator, Kitchen Coordinator, Fundraising Coordinator, Camp Coordinator, Site Crew Coordinator)*
_____. Please use the back of this form to explain why you want this position and why we should consider you. For example: explain your ideas, past experiences and how you see yourself helping the Faire. (Some positions have already been filled. If you have an alternate position in mind, please also include information about that.)
3. Do you have any previous Renaissance/Fantasy Faire experience? Where? _____ When? _____
4. Do you use illegal drugs or abuse alcohol? Have you ever been arrested for a Criminal offense? (Other than minor traffic violations?) Explain.
5. Have you ever been charged with abuse or neglect of a minor?
6. What are your hobbies/special interests? What clubs, organizations or other volunteer activities do you participate in?
7. What are your special skills, such as sewing ability, woodworking/carpentry, computer skills, acting, writing, sales, cooking, etc.? Use the back of this sheet for additional information.
8. The Faire is Saturday, June 6, 11 am - 7 pm and Sunday, June 7, 10 am to 5 pm. Volunteers report at 9 am. **Members of the Executive Committee are expected to be on-site for the entire event, including set-up and tear-down.** If you are selected to work with us in this capacity and sign on, you are agreeing to this commitment. (Setup is Friday, June 5, 11 am - 6 pm and we need all hands on deck if at all possible, hours are negotiable.)
9. **Members of the Executive Committee are expected to fill in wherever needed to help make the festival a success.** This means that, in addition to fulfilling your duties, you may be called upon to fill in a general volunteer role, until such time as a replacement can be found. There are many events that take place throughout the year to promote and raise money for The Magical Realm Fantasy Faire. While dressed in garb, we hand out flyers and/or entertain. **We need your participation to make each event a success.**

For questions or more information, contact the Faire office: Info@TheMagicalRealm.com ♦ 269-873-2586

Disclaimer: I understand that neither The Magical Realm Fantasy Faire nor its affiliates will be held liable in the event of loss or damage before, during, or after festival hours. I also understand that by signing this contract I am, without payment to me or anyone helping me, granting The Magical Realm Fantasy Faire the right to use for all promotional, educational and other purposes to promote the Festival any photo, video or other reproductions of any image in which we appear. Actions of The Magical Realm Fantasy Faire and its participants are for entertainment purposes only.

For The Magical Realm Administration use only:

Date received: _____ Position: _____

_____ Approved by General Manager _____ Approved by Assistant General Manager *(Please initial)*

(Please do not write in this space until a position has been offered to you by **The Magical Realm Administration.**)

Executive Committee Agreement

I, _____ (Applicant's Name), agree to work together as a member of the Executive Committee of The Magical Realm Fantasy Faire, performing the duties of _____ (as specified in the attached position description) until December 31, 2020.

By signing below, I understand that this is a volunteer position with no monetary compensation. I understand and agree to uphold The Magical Realm policies and procedures (found attached and in the Volunteer Information Packet) as they pertain to this position.

Name (please print): _____ Signed: _____ Date: _____

Thank you for agreeing to be a member of The Magical Realm Fantasy Faire Executive Committee.

WE SINCERELY APPRECIATE YOUR PARTICIPATION, and will do everything we can to make your time with us enjoyable for everyone.

Executive Committee Roles and Duties

General Manager: Oversee the organization and planning of **The Magical Realm**. Direct and oversee the Executive Committee and its members. (Includes working with all directors to plan and create Event Booklet, listing all vendors, entertainers, sponsors, cast, storyline, ads, etc.)

Assistant General Manager: Assist the General Manager in any capacity necessary to help him/her organize and successfully run **The Magical Realm**.

Marketing/Advertising Coordinator: Organize and oversee marketing, advertising and promotional events, including but not limited to: social media; promotional events; publicity; radio spots (give away tickets – as a nonprofit look for free public information); cable TV commercials; local newspapers; posters; flyers; handouts; parades, etc. Work with Cast Coordinator to recruit trained cast for promotional events. Work with Entertainment and Volunteer Coordinators to recruit entertainers and volunteers for parades, etc.

Security/Comfort Coordinator: Recruit, organize and oversee Security and Comfort Station personnel. Recommended Security 3-4 people per shift; First Aid Personal, Nurse or Paramedic; 4 hours per day – 2 shifts per day but volunteers can do 8 hours if they want. Work with Volunteer Coordinator to recruit and schedule volunteers for your area. (All volunteers must have a signed Volunteer Application.)

Entertainment Coordinator: Recruit, organize and oversee Entertainers for stages and wandering acts, for each genre of the **The Magical Realm Fantasy Faire** (Renaissance/Medieval, Steampunk, Fantasy, etc.). Create organized schedule filling Entertainment stages (including fight list). Recruit and schedule entertainers, using the approved Entertainer Application and Agreement. All entertainment must be free (see Entertainer Agreement for non-monetary compensation options). Seek out local entertainers (fight groups, musicians, comedians, space band, etc.) Make sure the needs of our Entertainers are met. (Entertainment must be approved by the GM or AGM. All entertainers must have a signed Entertainer Application & Agreement.)

Cast Coordinator: Recruit, train, organize and oversee Cast for stages and improvisational lane interaction. A good, trained cast helps invite and engage your guests so they more fully enjoy the 'magic' of the event, **THUS PROMOTING GUEST RETENTION** - they stay longer. Trained cast members act as hosts as well as lane entertainment, in addition to doing promotional events prior to the faire. Cast members also help as extra eyes and ears for security, and can even fill in for volunteer positions in a pinch. Strongly recommend monthly training workshops leading up to the event, with weekly rehearsals if possible just prior. Create organized schedule for trainings and rehearsals. Plan and rehearse scenes for opening gate, lane interactions, and possible stage entertainment. Work with Entertainment Coordinator to schedule these. Assist cast with planning and procuring appropriate garb. **ALL COSTUMES MUST BE APPROVED PRIOR TO THE EVENT**. Work with Marketing Coordinator to schedule and recruit trained cast for promotional events. (Cast members must be approved by the GM or AGM. All cast members must have a signed Volunteer Application.)

Children's Activities Coordinator: Organize and oversee children's activities, including but not limited to: kids playground, games, crafts, face painting, scavenger hunt, etc. Work with Sponsor Coordinator to seek out donations of supplies as necessary. Work with Volunteer Coordinator to recruit and schedule volunteers for your area. (All volunteers must have a signed Volunteer Application.)

Vendor/Merchant Coordinator: Recruit, organize and oversee vendors and merchants for each genre of **The Magical Realm Fantasy Faire** (Renaissance/Medieval, Steampunk, Fantasy, etc.). Seek out enough vendors to fill each area (Confer with Site Team for site plan.) Suggest at least 20 Vendors for the weekend, 2-3 food vendors, local if possible, a semi-wide selection of food. Together with the GM or AGM, create a Merchant Committee to help jury merchandise. Make sure the needs of our Merchants are met. (All vendors must have a signed Vendor Application & Agreement.)

Volunteer Coordinator: Recruit, organize and oversee volunteers for all areas of **The Magical Realm Fantasy Faire**. Suggest 4 hours per day – 2 shifts per day, but volunteers can do 8 hours if they want. Parking - 2 people per shift. Ticketbooth - 2 people per shift. Create organized schedule, and make sure all necessary jobs and tasks are manned. Work with the Kitchen Coordinator to create a warm and inviting place for volunteers to relax and eat before or after their shift. Make sure the needs of our volunteers are met. Make sure that volunteers are following Faire rules and policies. (All volunteers must have a signed Volunteer Application.)

Participant Kitchen Coordinator: Plan, purchase, prepare and serve inexpensive meals and beverages for all participants. Provide lunch each day. Suggest coffee in the mornings (possibly light breakfast for Committee members). Keep kitchen clean, organized and sanitary. Make sure volunteers are following safe food practices. Work with GM or AGM on procuring a minimal budget (please discuss meal plans prior to purchasing, and provide all receipts). Work with Fundraising/Sponsor Coordinator to seek out donations of food and beverages. Work with the Volunteer Coordinator to create a warm and inviting place for volunteers, cast, entertainers and staff to relax and eat before or after their shift. Make sure the needs of all types of volunteers are met. Work with each department coordinator to get a head count the week prior. Volunteers must show appropriate Participant Wristband, before service. Work with Volunteer Coordinator to recruit and schedule volunteers for your area. (All volunteers must have a signed Volunteer Application.)

Fundraising/Sponsor Coordinator: Recruit sponsors to cover running costs of **The Magical Realm Fantasy Faire**. Work with the Marketing Coordinator, and use Sponsor Information Packet to sell ads and secure donations. Work with Kitchen Coordinator to secure donations for food/beverages. Work with Children's Activities Coordinator to secure donations for of necessary supplies. (Suggest promoting that **The Magical Realm Fantasy Faire** is a fundraising event. Together with the GM and AGM, plan and create Event Booklet (with specified ad size per Sponsor Forms).

Camping Coordinator: Become familiar with any laws and regulations surrounding on-site rustic camping. Make sure that all campers are aware of and adhere to any necessary rules or regulations. Work with Vendor Coordinator to insure all vendors/merchants who are camping in their booth space adheres to any necessary rules or regulations. Work with GM, AGM and/or Site Crew Coordinator to organize camp sites with space for tents and parking, procure necessary sanitary facilities, establish safe campfire procedures, and work with all department coordinators to make sure campsite is not overcrowded. (Free rustic camping is offered to vendors, entertainers, and volunteers as a non-monetary compensation for their service, on a first-come, first-served basis. All campers must have Camping Request Information on the appropriate signed form.)

Site Crew Coordinator: Work with GM or AGM, and Venue Representatives to organize, set up, and maintain the facility and parking areas. Work with Camping Coordinator to establish appropriate campsite areas. Work with Vendor Coordinator to establish the Merchant Areas. Work with Entertainment Coordinator to establish stage and fight list areas. Provide water to stages and fight lists. Maintain and clean port-a-john and restroom facilities. Work with Volunteer Coordinator to recruit and schedule volunteers for your area. (All volunteers must have a signed Volunteer Application.) Must be available for set-up the week prior to fair, especially Thursday evening and all day Friday.

Webmaster: Design, host and maintain Faire website (with general sponsorship contract). Establish & maintain email addresses for the Executive Committee.

Mead Hall Coordinator: Work with GM or AGM to plan, organize and oversee running of the Mead Hall. This includes set-up and tear-down, overseeing volunteers, procuring product and all physical needs to properly and legally run the Mead Hall, including contacting local authorities and procuring the liquor license. Work in conjunction with the Treasurer to plan appropriate pricing and monetary needs.