

2018 Magna Hoedown Recipient Application Form

RECIPIENT EXPECTATIONS

Organizing Team

All Hoedown recipients are required to assemble an Organizing Team of 3 individuals, who must attend all meetings and provide ongoing, continuous support to the Hoedown. The average time required by each Organizing Team is approximately 200 hours. The Organizing Team should consist of 1 individual who will take on the Lead role, and at least 2 additional individuals who will provide support and backup to the Lead.

Note: The majority of the responsibilities will take place from July to September, leading up to the event.

If you are selected as a Hoedown recipient, you will be expected to have your full Organizing Team in representation at the following meetings and events:

Thursday, May 3, 2018:	Recipient Welcome Night
Wednesday, June 20, 2018:	Recipient Orientation Night
Thursday, July 5, 2018:	Official Hoedown Launch and Media Kick Off Event
Wednesday, August 8, 2018:	Charity Volunteer Training Night
Tuesday, September 11, 2018:	Hoedown Volunteer Training Night
Thursday, October 11, 2018:	Hoedown Appreciation Night

Note: Final dates and times to be confirmed and additional meetings may be added as needed.

Event and Raffle Tickets

All Hoedown recipients are required to sell a total of 100 event tickets (50 for each night) and 1,500 raffle tickets prior to the event. Organizations are encouraged to sell more than the minimum requirements. Hoedown proceeds that each organization receives are largely due to the sales from each organization.

Note: Event and raffle tickets will not be available for sale until July at the earliest.

Volunteers

All Hoedown recipients are required to provide 30-35 volunteers to work throughout Hoedown week: September 10-17, 2018. Volunteers must be available at various times including days, evenings, event times, and after the event for clean-up.

Marketing and Event Promotion

All Hoedown recipients are required to assist in the marketing and promotion of Hoedown to their networks, using avenues such as: posters, signage, and social media. Regular marketing check-ins and support will be provided by Hoedown staff.