

## RECIPIENT EXPECTATIONS

### Organizing Team

All Magna Hoedown recipients are required to assemble an Organizing Team to provide ongoing, continuous support to the Magna Hoedown (*approx. 200 hours of work from July to September*). It is recommended that the Organizing Team consist of 3 people: 1 Lead responsible for all communications with Magna Hoedown staff, and 2 others to provide support and backup to the Lead. Collaborative recipients should have one Organizing Team representing all partners in the Collaborative.

If selected, your Organizing Team and/or Volunteers must be available on or around the following dates:

- |                            |                            |                               |
|----------------------------|----------------------------|-------------------------------|
| • <b>Week of May 13:</b>   | Film Promotional Video     | Organizing Team or Volunteers |
| • <b>May 7:</b>            | Recipient Orientation      | Organizing Team               |
| • <b>June 26:</b>          | Hoedown Launch Event       | Organizing Team or Volunteers |
| • <b>August 7:</b>         | Charity Volunteer Training | Organizing Team               |
| • <b>September 9-18:</b>   | Hoedown Week               | Organizing Team & Volunteers  |
| • <b>September 10:</b>     | Hoedown Volunteer Training | Organizing Team & Volunteers  |
| • <b>September 13, 14:</b> | Hoedown                    | Organizing Team & Volunteers  |
| • <b>October 8:</b>        | Hoedown Appreciation Event | Organizing Team               |

### Event and Raffle Tickets

All Magna Hoedown recipients are required to sell event and raffle tickets prior to the event. Sales requirements will be determined by the Magna Hoedown with a specific formula for each Hoedown recipient, in direct relation to the capacity of each organization. Sales requirements will not be more than 50 event tickets per night and 1,500 raffle tickets. All Magna Hoedown recipients are encouraged to sell above their minimum requirements and will be compensated for these sales. **Note: Event (online) and raffle (hard copy) tickets will not be available for sale until the official Hoedown Launch Event.**

### Volunteers

All Magna Hoedown recipients are required to provide 30-35 volunteers to work throughout Hoedown Week: September 9-18, 2019. Volunteers must be available at various times including days, evenings, event times, and after the event for clean-up.

### Silent Auction

All Magna Hoedown recipients are required to provide a minimum of two Silent Auction items at values which will be identified by Magna Hoedown staff at the Recipient Orientation.

### Marketing and Event Promotion

All Magna 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 Magna Hoedown staff.