

RECIPIENT EXPECTATIONS

Organizing Team

All Hoedown recipients must assemble an Organizing Team to provide continuous support to the 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 **weekly** communications with Hoedown staff, and 2 others to provide support/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:

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| • May 7: | Recipient Orientation & Training | Organizing Team |
| • Week of May 11: | Film Promotional Video | Organizing Team or Volunteers |
| • June 24: | Hoedown Kick Off Event | Organizing Team or Volunteers |
| • July 31: | Silent Auction Items Due | Organizing Team |
| • August 28: | Volunteer Shifts Due | Organizing Team & Volunteers |
| • September 14-22: | Hoedown Week | Organizing Team & Volunteers |
| • September 15: | Hoedown Volunteer Training | Organizing Team & Volunteers |
| • September 18, 19: | Hoedown | Organizing Team & Volunteers |
| • October 8: | Hoedown Appreciation Event | Organizing Team |

Event & Raffle Tickets

All Hoedown recipients are encouraged to help sell event tickets, but there is no minimum requirement for event ticket sales. All Hoedown recipients are required to sell 1,500 raffle tickets prior to the event. Hoedown recipients are encouraged to sell above their minimum requirements and will be compensated for these sales. There will also be special incentives for recipients who sell non-required event tickets. **Note: Event (online) and raffle (hard copy) tickets will not be available for sale until the official Hoedown Kick Off Event at the earliest.**

Volunteers

All Hoedown recipients are required to fill 30-35 volunteer shifts throughout Hoedown Week: September 14-22, 2020. Volunteer shifts include days, evenings, event times, and after the event for clean-up. The same individual may volunteer for multiple shifts. Volunteer positions **must be filled by August 28, 2020.**

Silent Auction

All Hoedown recipients are required to provide two Silent Auction items, valued at a minimum of \$100 each. Hoedown recipients may contribute up to six Silent Auction items, providing they meet the requirement guidelines. Silent Auction items **must be received by July 31, 2020.**

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 as needed.