

COMMITTEE SIGN UPS

Please choose a committee that best fits your schedule. Make sure that you are available for the time commitments that are required to successfully fulfill each committee duties.

Setup Coordinator & Assistant Coordinators

These persons will arrive at 6:00am on the event date. And check in with Erica upon arrival This committee will be responsible for setting up barricades and signs for the event at all street entrances.

Vendor Coordinator & Vendor Assistant Coordinator

These positions will arrive at 6:00am on the event date and check in with Erica upon arrival.

These positions will recruit vendors for this event. These two positions will work together to develop a plan and layout for the event and best way to handle vendor setup and tear down on the event day. The two positions will work together on the day of the event to successfully check in vendors and to hand out vendor information packets. The Vendor Coordinator will be the Point of Contact for the Vendors for Miracle on Morton Street. These two persons will be needed from 6:00am till 7:00pm on the day of the event. The end time may vary. This group can recruit more helpers to help vendors the day of event.

Entertainment Coordinator & Assistant Entertainment Coordinator

These two positions will arrive at 11:00am on the event date and check in with Erica upon arrival. These two positions will work together to recruit entertainment for the event. The two will together plan and execute a schedule for the event date. The Entertainment Coordinator will be the Point of Contact for the Entertainment for Miracle on Morton Street. These persons will need to be available from 11:00am till 6:00pm on the day of the event. The end time may vary.

Letters to Santa Coordinator & Assistant Coordinator

These two persons will need to arrive at 9:30 on the event day and check in with Erica upon arrival. These two positions will manage the Letters to Santa portion of the event. They will work together to manage volunteers that will be assisting children in their letter writing. The Letters to Santa Coordinator will be the Point of Contact for Volunteers for this portion of the event. The Letters to Santa Coordinator will contact volunteers assigned to this section and have instructions ready for event day. These persons will be needed from 10:00-6:00pm on the day of the event. The end time may vary.

Santa Coordinator

This person will need to arrive at the event at 11:00am and Check in with Erica upon arrival. This person is responsible for assisting Santa on the day of the event. The Santa will be available from noon-6:00pm and broken into 2 shifts. The Santa Coordinator will work with Santa/Santas before the event to assure confirmation of time and setup location. The Santa Coordinator will be the Point of Contact for the Santa/Santas for the Miracle on Morton Street. This person will need to be available from 12:00pm-6:00pm on the day of the event. The end time may vary.

Kidz Zone Coordinator & Kids Zone Assistant

These two positions will need to arrive at 9:00am and check in with Erica upon arrival. These two persons will work together to assure safety and management of the Kidz Zone on the day of the event. They will need to work together to clean up area throughout the day and rid it of any trash on the street and side walks. The Kidz Zone Coordinator will be the Point of Contact for the Kidz Zone for Miracle on Morton Street. These persons will be needed from 10:00am till 6:00pm on the day of the event. End time may vary. This can be shift work. 2 hours preferably for each shift.

Decorations Coordinator and Decorations Assistants

There will be 1(one) Decorations Coordinator and 3 (three) Decoration Assistants. All will need to arrive at 7:00am and check in with Erica upon arrival. Decorations will be brought out to the street that morning and ready to setup. Decorations consist of Stage for entertainment, which will have Christmas Trees and Fake Snow. There may be additional decorations that may need to be placed on the streets. These persons must be able to lift 30 pounds. The Decorations Coordinator will be the Point of Contact for the Decorations for Miracle on Morton Street. These persons will be needed from 8:00am till 10:00am. The end time may vary.

Clean Up Coordinator & Clean Up Crew

All will need to arrive at 4:00pm and check in with Erica upon arrival. The Clean Up Coordinator will manage the clean up of Miracle on Morton Street and assure that the location of the event is as it was prior to the event. The Clean Up Coordinator will be the Point of Contact for the Clean Up of Miracle on Morton Street. These persons will be needed from 4:00pm till 7:00pm. End time may vary. Additional persons can be recruited for this job.