

Special Day Coordinator

For Halloween and Valentine's Day, organizes delivery volunteers and oversees pickup from bakery and distribution on campus. Prior to each event, the club's VP of Deliveries or President will identify an on-campus yard or garage (distribution house) where we can organize orders and volunteers for these high-volume delivery days. The VP of Deliveries will prepare a Signup Genius schedule and recruit volunteers.

Timeline for the Special Day Coordinator:

- One month prior
 - Confirm with the distribution house the date and time when delivery teams will arrive. Recruit volunteers to help pick up bakery items from bakery and deliver to on-campus distribution house.
 - With Bakery Coordinator, confirm with bakery on ribbon color for cookie bags and when bakery items should be ready for pick-up.
- Fourteen days prior:
 - Coordinate with the VP of Deliveries to drop off extra plate kits and red bags at distribution house.
 - Confirm logistics with the volunteers responsible for picking up items from the bakery and delivering to the on-campus distribution house, and with the distribution house.
- About ten days prior, the Bakery Coordinator will send you and the VP of Deliveries a pre-estimate of orders. Together you will add extra items for breakage and determine an estimate of orders and a pickup time.
- Six days prior
 - Coordinate with the Bakery Coordinator to send bakery the final order.
 - The VP of Deliveries will generate and send you a Fulfillment Report with all details pertaining to orders for the special delivery on Halloween/Valentine's Day.
 - The VP of Deliveries will send you a list of delivery volunteers that you will divide into teams of 2-3 volunteers.
 - With the Fulfillment report (above), you will organize orders by dorms and create delivery lists for each delivery team.
- Five days prior to delivery date, send delivery lists to each delivery team. Have each team confirm the list is received and coordinate within their team on who will make greeting cards.
- On event day, make sure bakery items are picked up and delivered as scheduled. Trouble shoot as needed during deliveries.
- Thank volunteers and distribution house host.
- After each Special Day, prepare a Program Report and submit it to the VP of Deliveries, who oversees the Deliveries program and can assist as necessary.