



Port Fish Day, Inc.

PO Box 564

Port Washington, WI 53074

info@portfishday.com

Vendors Chairman

Organization Mission

Port Fish Day, Inc is a 501(c)(3) non-profit charitable organization of volunteers dedicated to celebrating the citizens and history of the city of Port Washington, WI and support the civic organizations that support the city.

The civic organizations supported by Port Fish Day, Inc are:

- Ozaukee Lodge #17 F&AM
- Port Washington Lions Club
- Port Washington Rotary Club
- Port Washington Yacht Club
- St John's Mens Club
- VFW Post #7588

Port Fish Day is held on the 3rd Saturday of July every year in the harbor area of beautiful Port Washington, WI.

Position

This person serves as the point of integration within the Fish Day Committee to drive consistency of Vendors at Fish Day.

Tasks

General Tasks:

- Oversee the festival's goals and objectives as it related to Vendors at Fish Day.
- Oversee the festival's tasks to ensure that the Vendors component stays on track during its planning and implementation stages.
- Unless otherwise decided, act as the official spokesperson of Vendors at Fish Day.

Planning/Preparations:

- Prepare a manpower plan for both the planning and implementation phases.
- Prepare a Plan of Action for site preparation.
- Participate in the Grounds Walk-thru coordinated by the Grounds Chair.
- Prepare budget proposal for approval by the Fish Day Board of Directors.
- Prepare a plan and facilities schedule for setup, event day, and take down.
- Acquire site materials as approved and required (i.e. fencing, chalking, tables).

Your Committee:

- Determine manpower needs for Vendor volunteers including planning and implementation phases.
- Responsible to secure volunteers to assist, as needed.
- Responsible for the conduct of all Vendors volunteers.
- Share pertinent Committee information with your volunteers.
- Identify and contract with activity related vendors such as carnival, bouncy houses, or climbing walls.

Monthly Planning Committee Meetings:

- Attend monthly Planning Committee meetings or request permission to be absent from the General Chairman.
- At monthly Planning Committee meetings arrive on time, come prepared, participate, and act professionally.
- Keep an open line of communications with all other Fish Day Planning Committee members.
- Prepare a Vendor report for each monthly Planning Committee meeting.



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Skills

Required Skills:

- Commitment to the vision, mission, and goals of Port Fish Day, Inc.
- Ability to seek out and obtain multiple vendors to support Port Fish Day.
- Strong communication.
- Willingness to collaborate and incorporate the ideas of others.
- Willingness to lead a team.
- Able to work within a budget.

Nice to Have Skills:

- Demonstrated experience with speaking to diverse group of people.
- Basic computer skills including use of email, word processing, and spreadsheets.
- Basic knowledge of social media tools such as Facebook.
- Willingness to speak on an as-needed basis to promote Port Fish Day.

Schedule

Prepare for and participate in the Monthly Planning Committee meeting held the 2nd Thursday of every month at 7:00pm.

6 Months Prior to Port Fish Day work with the Marketing/ Digital Graphic Artist on development of forms/ flyers to advertise to potential vendors. Work with the Webmaster to create the registration page for Vendors and send out emails to previous participants.

0-6 Months Prior to Port Fish Day respond to emails and other communications regarding questions from potential participants.

1-3 Months Prior to Port Fish Day solicit for volunteers, if needed. Participate in the Grounds Walk Thru with Grounds Chair to identify locations and needs for each vendor. Communicate with all Vendors regarding when they can setup, where they can enter the grounds, and their location on the grounds. Communicate with Webmaster and Marketing/ Public Relations to ensure Vendor information is available on the website and in the Daily Schedule.

Port Fish Day available for the vendors to address questions regarding location, grounds needs, or general questions/ concerns.

Screening

Must be able to successfully pass a background check.

Last Updated

August 12, 2019