



Franklin Central Band Boosters

Events Lead Positions & Responsibilities

As a Lead, you will work directly with the Events Coordinator to ensure that each event is a success! The Lead will be present for the entire event to ensure things run smoothly.

Concession Lead

The Concession Lead is responsible for management of food and money for all concessions at the events. The Lead will work directly with Tia Stevens in Athletics to ensure all food and stands are stocked and accessible on prior to and on event days. Additionally, the Lead will ensure the iPads have the correct items and pricing available for sales. The Lead will supervise and assist adult and student volunteers during the event.

Volunteer Lead

The Volunteer Lead is responsible for tracking of volunteer sign-ups and for check in at HQ on event days. The Lead will ensure each volunteer is aware of their responsibilities and location for their shift. Additionally, the Lead will facilitate shirt sales should volunteers choose to purchase one. After each event the Lead will work with the Event Coordinator to track fulfillment of volunteer commitments and report this to the Treasurer/Executive Board.

Vendor Lead

The Vendor Lead is responsible for arranging food and other vendors for each event. The Lead will work with the Events Coordinator to arrange and assign booth space for each vendor.

Hospitality Lead

The Hospitality Lead is responsible for hosting our hospitality room(s) and organizing the food and drinks provided. The Hospitality Lead will create sign-ups for food donations (as needed/desired) and coordinate delivery / receipt of those items.

Ticket Lead

The Ticket Lead is responsible for set up and oversight of ticket sales at each event. The Lead will ensure the iPads have the correct items and pricing available for sales. Additionally, the Lead will keep tickets/wristbands stocked at each entrance/sales location.

Parking Lead

The Parking Lead is responsible for ensuring proper parking arrangements and traffic flow for groups and spectators on event days. The Lead will reach out to The Creek to arrange use their lot for overflow parking as needed, as well as arrange for shuttle(s) to and from that lot. The Lead will also obtain gators for event days as well as get signage placed.

Security Lead

The Security Lead is responsible for ensuring the safety of all participants, spectators, and volunteers during events. The Lead will escort the Finance Lead to and from the building as needed. The Lead will arrange for patrol of the event area as well as the parking lot(s). Law Enforcement officer a plus.

Finance Lead

The Finance Lead is responsible for tracking all income and expenditures for each event. On event days the Lead will be stationed at Event HQ to handle any cash collected and make deposits as needed. The Security Lead will provide escort to and from the building as needed when transporting cash. The Lead will provide a report of income/profit to the Executive Board after each event.