



Annual Festivities Co-ordinator Role Overview

Roles

- To fulfil the duties of a Committee Member.
- Additionally to perform the duties listed below.

General Responsibilities

- To organise, support and facilitate all KBA related annual festivals (e.g. Christmas tree/lights, Halloween/Easter/Christmas trails etc)
- Ensure that all events are agreed and supported by the Events Co-ordinator.
- Enlist helpers to assist with planning and implementation activities
- Ensure that all events are organised in compliance with all relevant license and regulatory criteria.
- To ensure that all events represent the KBA in a positive light.
- To ensure that all events are carried out, supervised and Health & Safety compliant.

Specific Responsibilities

Amongst others, regular duties include:

- Ensuring that all events are on track (e.g. timescales, budget etc)
- Ensuring that all events are adequately promoted/advertised
- Ensuring that the KBA are effectively linked to external events (e.g. Anglia in Bloom, Lowestoft in Bloom etc.)
- Ensuring that the Events Co-ordinator has up to date 'state of play' reports.
- Liaison with the KBA Press Officer
- Planning future events and ensuring that one event doesn't clash with another.

Build Relationships/Liaise with:

- Waveney District Council officers
- WDC Kirkley Councillors
- Suffolk County Council: Councillors for South Lowestoft
- Lowestoft in Bloom and Anglia in Bloom, Suffolk Walking Group Committees etc
- Waveney Business Forum reps from other member towns
- Other event sources

Also the Annual Festivals Organiser can:

- Organise/plan events e.g. costumed walks – Arts Festival/meet suppliers/run events /purchase ‘hardware’ needed/prepare events’ costing