

The Americana Festival Committee is looking for volunteers to fill the following positions for the 2022 Festival. If you are interested in filling one of these roles, or working as a committee member, please contact Keith Weiskittle at Info@Americanafestival.org for more information.

Food Concession Committee Chairperson

Coordinates all activities related to food concessions for the festival and fireworks show. Solicit food vendors, coordinate electric/water requirements, make space assignments, and manage day-of-event setup activities.

Parade Committee Chairperson

Coordinates all parade activities including soliciting parade participants, staging parade, and managing all day-of-event setup activities.

Entertainment Committee Chairperson

Coordinates all entertainment activities for the festival and fireworks show. Recruit bands and street entertainers to play during the festival. Coordinates all entertainment activities on festival day for three stages and multiple street entertainers. Coordinates with local vendors for all rental materials – tents, stages, tables, chairs, PA systems, etc..

Treasurer

Performs all financial activities for the Americana Festival, Inc. Includes developing budgets, managing accounts payable (monthly operating and annual festival expenses) and receivables (sponsorship funds and festival participation fees), managing payroll, managing checking and investment accounts, and coordinates completion of annual tax reporting.

Administrative Assistant

Assists the Executive Director as needed. Pickup and process USPS Mail, and handle phone and e-mail messages as needed. Support Sponsorship Chair, in fund development activities by maintaining marketing files and creating invoices in Quick Books. Writing letters to sponsors attaching invoice and thanking them for pledge and seeking parade and booth information as necessary. Take minutes at Festival meetings. Ensure that meeting attendance is noted and that minutes are completed and filed both in computer and hard copy file.

Decorating Contest Committee Chairperson

Coordinates all Decorating Contest activities including marketing, signing up participants, coordinating judging activities, and announcing winners.

Publicity Committee Chairperson

Coordinates publicity for the Americana Festival including publicity for all July 4th activities and monthly updates via Festival Social Media, Website, and Local Media platforms. Contributes to development of documentation and scripts for Festival events.

Grand Marshal Reception Chairperson

Coordinates and plans all activities related to the Grand Marshal's Reception Dinner including recruiting grand marshal(s), developing dinner program, planning dinner menu, and coordinating all plans with Benham's Grove.