**OCSC PARENT VOLUNTEER EVENT**

Name of Event: OCSC Photo Day

Event Timing: December / January

Explanation: Organizing professional pictures of individual swimmers, coaches and one group picture.

# of attendees: All Winter Swimmers (approx. 120) plus Coaches

VOLUNTEER RESPONSIBILITIES:

**Before Event:**

1. Secure contract with photographer (Board approved)
2. Work with Head Coach on how and when you would like to schedule photos for each group and the larger team
3. Confirm what the swimmers should wear (team suits and shirts / Team Warm Up Suits)
4. Confirm date and time with photographer and discuss logistics of the day… plan an hour, but we have usually been done approximately 40 minutes
5. Contact Special Events Coordinators to post details on TeamUnify and email swim families
6. Put Order Forms in each swimmers folder 2 weeks prior to event
7. Shop for a snack for the kids– Special Events Coordinators can tell you budget

**Day of Event:**

1. Set up snacks in the hallway for the kids
2. Meet photographer to help with set up in the pool area – approximately 30 minutes prior
3. Complete individual photos of swimmers and coaches as they arrive – make sure all swimmers stick around for the team picture
4. Clean up

**After the Event:**

1. Photos will arrive at coordinators home
   1. Organize photos alphabetically
   2. Put orders in swimmers folders
   3. Any photos without a folder should go to Head Coach
2. Contact Special Events Coordinator to communicate that photos have arrived and available in swimmers folders

**Recommendations from previous Coordinators:**

Try to avoid scheduling during HS practice or Christmas holiday. Suggestion is after Winter camp before Conference