Supplemental Project:

The position you are applying for requires a high degree of organization, attention to detail, planning, strategy, and coordination. To help us analyze your skills in these key areas, please write an explanation for how you would tackle the task described below.

You may include any information needed to demonstrate your ability to successfully think through and plan this fundraising event.

Ideas to consider: timeline, supplies, marketing, volunteer schedule, work-order, security, etc., etc.

There are no right/wrong answers or processes – this is your opportunity to demonstrate how you think through, organize, and execute a fundraising event.

We understand that you are not yet familiar with how Turtle Bay operates, so you can make assumptions that will not count against you.

**Task:**  You are planning a fundraising event for Turtle Bay called:  Turtle Bay Arts and Crafts Celebration

This is a one-day event that will happen throughout the park from 3p – 10p in July.  (Assume that the park closes at 3pm on the event day).

The event is a fundraiser and needs to raise $40,000 (net).

You have an expense budget of $4,000.

The guest limit is 1,500 (if you are selling tickets, you cannot sell more than 1500).

Area available for the event:  Turtle Bay Museum (inside) and Paul Bunyan Forest camp (outside – includes amphitheater, play areas and mill building)

Please submit the following in writing:

**Describe the event in detail explaining  how you would prepare for and execute the event.**

Think about and explain how will you raise the $40,000 (net) to successfully hit the revenue goal?

Consider and explain what the event consists of. What is available to do? What will make people come? What will make it a success? Etc.

You might want to create and submit things like: timeline, staff assignments, supplies list, task list, permit needs, etc.