

2025 Clear Lake Splash In
April 24-27, 2025

Volunteer Opportunities

To produce a successful *Clear Lake Splash In* and turn it into a sustainable, yearly event, many volunteers will be necessary.

While we eventually need to develop coordinators for each of the major tasks, if coordinating one of those is too much for you, we would still like your help, even if only for a small amount of time.

It is our intention to make volunteering for the *Clear Lake Splash In* a fun and rewarding experience for you.

Thanks for considering volunteering for the *2025 Clear Lake Splash In*.

Here are some of the tasks that we need help with:

Volunteer Coordinator

- Maintain the database of volunteers with contact information
- Identify unmet volunteer needs
- Assist with volunteer meetings

Graphic Designer

- Develop a logo for the Splash In
- Help design marketing material for Splash In and a brand identity
- Develop signage for the event

Website Designer

- Help with website design and layout
- Update web site
- Coordinate with social media volunteers

Social Media

- Coordinate with director of social media (Marie Schrader) to assist with the following:
- 1) Consistent posting of updates on Facebook, Instagram, YouTube and other social Channels
 - 2) Cultivating social media influencers to write about and attend the event
 - 3) Responding to social media inquiries
 - 4) Developing social media engagement campaigns, e.g. surveys, contests etc

Media Outreach

Cultivate relationships with media, ensuring that articles are published and video and radio and television segments aired before, during and after the event.

Event marketing volunteers

- Direct mail marketing (postcards, etc)
- Video marketing
- Flying club outreach
- Aviation business outreach
- Email Marketing
 - Build and maintain email list
 - Develop and manage email campaigns

Public relations and media relations

Event Bookkeeper

Keep records of the income and expenses of the event
Assist with budgeting and planning

Sponsor relations coordinator

Develop sponsorship opportunities and packages
Identify candidate sponsors
Create sponsor proposals
Close sponsorship deals
Ensure sponsors are receiving value for their investment

Aircraft registration coordinator

Target aircraft owners to invite personally
Support early registration
Follow up on registrations before event to ensure all needs met
Maintain aircraft and pilot databases

Ramp Coordinators and Ramp Volunteers

One coordinator for each of the Skylark and Xabatin Park ramps
3-4 additional individuals for each ramp to help with aircraft parking

Event Security Coordinator and assistants

Coordinate with police, fire department and Sea Scouts volunteers
Identify specific event security needs, signage, volunteers, wrist bands etc.

Water Based Event Support

Volunteers on the water for both emergency assistance and event contests

Seaplane Contest Coordinator, Announcer and Judges

Coordinate seaplane contest entries
Announce each contest so the public can follow it
Judge the winners in each category

Young Eagles Event Volunteers

Event registration
Event security and safety on the ramp
Registration Desk
EAA qualified pilots

Seminar Volunteers

Seminar venue preparation—chairs, audio visual arrangements
Seminar attendee checking, name tags etc.
Presentation assistance: to ensure that each presenter is ready to go before the end of the previous
Presentation
Presentation timer: to keep the presentations on our timetable; this individual will provide each
presenter with time remaining cues
Seminar debrief

Shuttle Drivers

Shuttle driver coordinator to match drivers with pilots
Drivers from Lampson field to central Lakeport and to the Lincoln residence for Thursday dinner

Lake County Business Outreach Coordinator

Identify ways to collaborate with Lake County businesses and other organizations and develop those programs

Coordinate with local chambers of commerce

Design a welcome package from Lake County businesses for pilots

Youth Outreach

Engage schools to participate in the event and encourage young people to become volunteers

Event photography and videography: photography and videography of conference registration, guests, their aircraft, presenters, vendors and each sponsor's display. Gather material to continue growing the event their aircraft, presenters, vendors and each sponsor's display. Gather material to continue growing the event

Merchandise coordinator: develop branded merchandise and memorabilia that will generate additional revenue, coordinate the design of an event T shirt

Tour coordinator: manage tours that will help attract spouses to attend the event
Winery tour, other possible activities that make Lake County special.