

**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, we need many volunteers.

Did you know that 6000 individuals volunteer at EAA's AirVenture at Oshkosh each year?

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 each volunteer.

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

**Essential Volunteers
Without Which We Cannot Produce the Event**

Website Designer

- Implements website design and layout requests
- Updates web site
- Coordinates with social media volunteers

Ramp Coordinator and Ramp Volunteers

- One coordinator for each ramp from which seaplanes are arriving and departing
- 3-4 additional individuals for each ramp to help with aircraft parking

Event Bookkeeper

- Keeps records of the income and expenses of the event
- Assists with budgeting and planning

**Additional Volunteers
We Need to Produce and Grow an Excellent Event**

Volunteer Coordinator

- Maintains the database of volunteers with contact information
- Identifies unmet volunteer needs
- Assists with volunteer meetings

Graphic Designer

- Develops a logo for the Splash In
- Helps design marketing material for Splash In and develop a brand identity
- Develops signage for the event

Social Media

Coordinates 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) Cultivates social media influencers to write about and attend the event
- 3) Responds to social media inquiries
- 4) Develops social media engagement campaigns, e.g. surveys, contests etc

Media Outreach

Cultivates 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

Sponsor relations coordinator

Develops sponsorship opportunities and packages
Identifies candidate sponsors
Creates sponsor proposals
Closes sponsorship deals
Ensures sponsors are receiving value for their investment

Aircraft registration coordinator

Targets seaplane aircraft owners to invite personally
Supports early registration
Follows up on registrations before event to ensure all pilots' needs are met
Maintains aircraft and pilot databases

Event Security Coordinator and assistants

Coordinates with police, fire department and Sea Scouts volunteers
Identifies 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

Coordinates seaplane contest entries
Announces each contest so the public can follow it
Judges 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 check-in, name tags, wristbands, etc.

Presentation assistance: to ensure that each presenter is ready to go before the end of the previous Presentation

Presentation timer: keeps 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

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

Coordinates with local chambers of commerce

Designs 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. Gathers material to continue growing the event their aircraft, presenters, vendors and each sponsor's display. Gathers material to continue growing the event

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

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