



THE CALLING 2018

A MOUNTAIN SNOWMOBILE FESTIVAL
and NON-PROFIT FUNDRAISER

MEDIA PRODUCTION COORDINATOR

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The Calling Profile

Mission Statement

The Calling is an annual snowmobiling festival in Revelstoke, British Columbia that generates funding for non-profit groups, shifts the culture of safe backcountry mountain motorized use practices, generates community revenue and exposure for Revelstoke as a world-class snowmobiling destination.

Objectives

The objectives of *The Calling* are as follows:

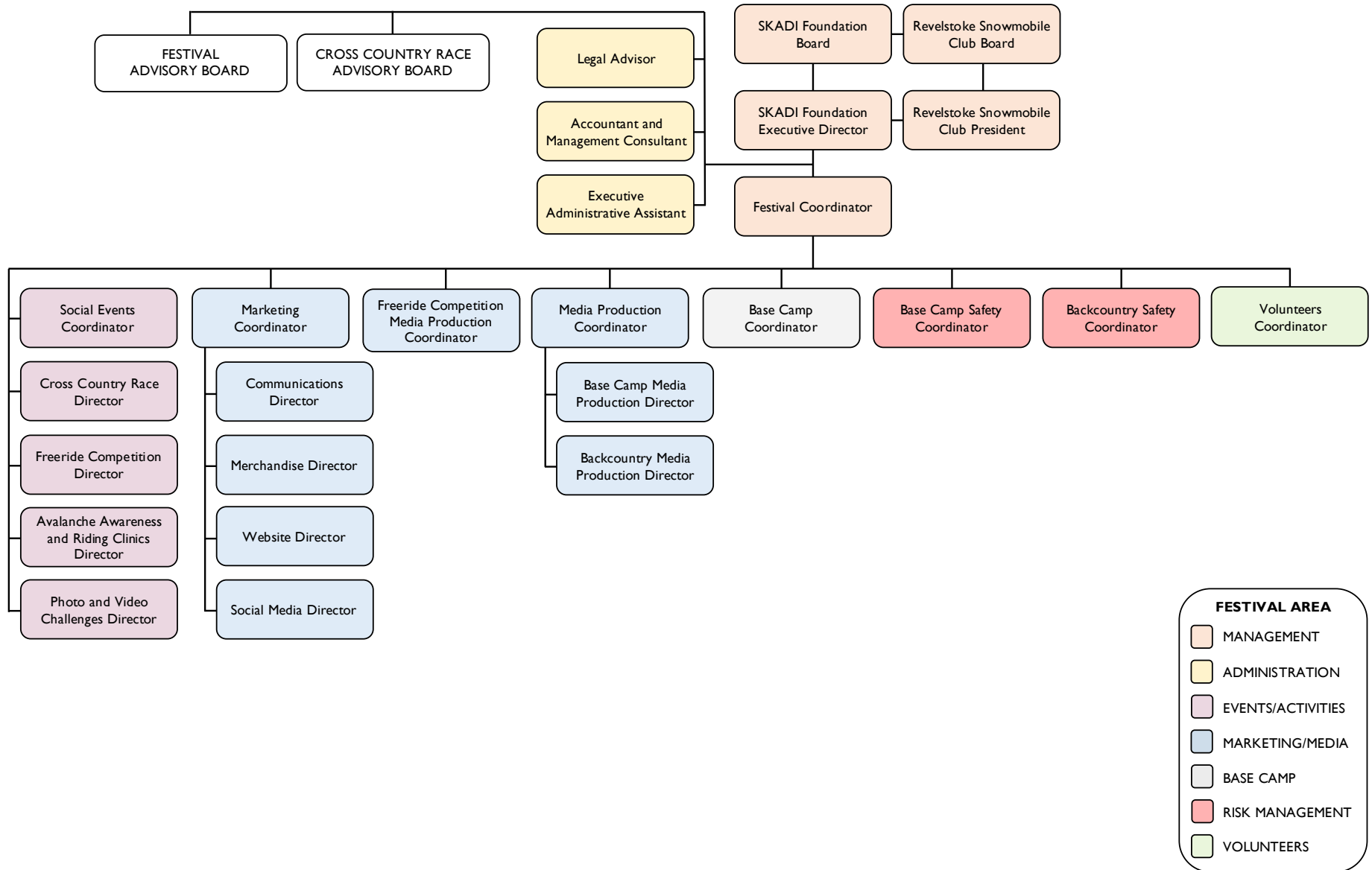
- Establish an annual snowmobiling festival in Revelstoke, BC specific to the winter sport community that includes a prestigious Cross Country Snowmobiling Race, Vendor Village, Freestyle Demonstrations, Education Clinics and Entertainment.
- Devise a strict Risk Management Plan that includes an effective Emergency Response Plan; these plans should set a new precedence in the industry and be used as a legacy for succeeding winter sport events.
- Raise funds for local non-profits.
- Provide educational opportunities that direct a shift in the culture of safe backcountry mountain motorized use practices.
- Work with local volunteers and clubs to achieve an inclusive community event.
- Use community resources wherever possible to generate community revenue.
- Cross-market Revelstoke, British Columbia and Canada as a world-class snowmobiling destination.
- Maximize marketing opportunities for sponsors and stakeholders.

Organizational Chart

Attached Organization Chart.

THE CALLING ORGANIZATIONAL CHART

as at August 1, 2017



Activity Profile

The Media Production Coordinator contracts the Backcountry Media Production Team and Base Camp Media Production Team to collect and produce festival (excluding Freeride Competition) content for: live feeds, web and social media updates, race documentation, edits for presentations, media to be used post festival. Teams should have access to HD cameras, Go-Pros, drones and a spot in the helicopter utilized by the Backcountry Safety Coordinator. The Media Production Coordinator works closely with the Marketing Coordinator to ensure content is consistent with *The Calling's* Marketing Plan.

Coordinator Roles and Responsibilities

The Coordinator works directly with the Festival Coordinator. The following is a summary of the Coordinator's responsibilities:

- Design a proposal that meets the requirements outlined in the Activity Profile and follows *The Calling's* objectives and Coordinator Package Template.
- The Coordinator of the winning proposal must make any changes required by the Boards in accordance with their contract and resubmit their package for final approval. The Festival Coordinator is then responsible for forwarding the approved package to the Executive Administration Assistant and relevant Coordinators indicated in each section of the package.
- Ensure the Festival Coordinator, Executive Administrative Assistant and relevant Coordinators indicated in each section of the package are immediately notified regarding changes to the package leading up to the festival and during the festival.
- Submit detailed schedules for all persons involved with their Activity.
- The Coordinator is required to attend the daily Morning Safety/Operations Meetings and Safety/Operations Debrief Meetings during the festival.
- Provide a general budget for their Activity.
- Work within the Legal and Liability Management outline provided by *The Calling* and provide insight on potential Legal and Liability Management issues within their area of responsibility.
- Submit the Risk Assessment Package for their Activity and work within the Risk Management outline provided by the Backcountry and Base Camp Safety Coordinators.
- Appoint a designated emergency response lead at the site of their Activity who in the event of an Emergency follows the steps outlined in the Emergency Procedures Insert at the front of the final Coordinator Package.
- The Coordinator must contract, supply and is responsible for equipment required to conduct their Activity.
- The Coordinator must hire and is responsible for sub-contractors required to conduct their Activity.
- Collect and provide feedback for Festival Debrief Meeting.
- The Coordinator must ensure their Activity is conducted in compliance with *The Calling's* Code of Conduct and Policies.

Contacts Sheet

The Coordinator must submit a Contacts Sheet for persons involved in their Activity. The Festival Coordinator, Executive Administration Assistant and the Backcountry and Base Camp Safety Coordinators must be notified immediately if changes are made to the Contacts Sheet.

MEDIA PRODUCTION COORDINATOR CONTACTS SHEET			
Name	Role	Email	Phone
(enter later)	Executive Administrative Assistant	(enter later)	(enter later)
	Festival Coordinator		
	Cross Country Race Director		
	Freeride Competition Director		
	Avalanche Awareness and Riding Clinics Director		
	Photo and Video Challenges Director		
	Social Events Coordinator		
	Marketing Coordinator		
	Communications Director		
	Merchandise Director		
	Website Director		
	Social Media Director		
	Media Production Coordinator		
	Base Camp Media Production Director		
	Backcountry Media Production Director		
	Freeride Competition Media Production Coordinator		
	Base Camp Coordinator		
	Base Camp Safety Coordinator		
	Backcountry Safety Coordinator		
	Volunteers Coordinator		
	(Additional contacts may be entered later)		
	Contractor		
	Backcountry Photographer		
	Base Camp Photographer		

Timeline and Activity Schedules

The Coordinator must submit schedules for all persons involved in their Activity. The Festival Coordinator, Backcountry and Base Camp Safety Coordinators, Executive Administrative Assistant and Marketing Coordinator (relevant information) must be notified immediately if changes are made to the timeline and schedules.

THE CALLING 2018 PROJECT DEVELOPMENT/IMPLEMENTATION TIMELINE 2017-2018	
2017 Project Development Budgets Fundraising Communications Scheduling Implementation Monitoring Problem Management	<ul style="list-style-type: none"> ▪ May-Sep: PHASE 1 – BUDGET DEVELOPMENT <ul style="list-style-type: none"> ▪ Complete Draft 3 of Operations and Business Plans ▪ Coordinators/Directors submit proposals; upon acceptance revisions required by Board ▪ Fill all positions ▪ Definitive Budgets (+10% to -10% accuracy) ▪ Finalize Coordinator/Director Packages ▪ Jul-Sep: PHASE 2 – FUNDRAISING STRATEGY <ul style="list-style-type: none"> ▪ Team Meeting <ul style="list-style-type: none"> ▪ Fundraising Strategies Brainstorm Session ▪ Team Resources and Skills Assessment ▪ Establish Sponsorship Structure/The Calling 2018 Branding ▪ Media Development for fundraising strategies ▪ Strategy Launches ▪ Jul-Sep: PHASE 3 – COMMUNICATIONS <ul style="list-style-type: none"> ▪ Team Communication Strategies/Templates ▪ Stakeholder Communication Strategies/Templates ▪ Media Communication Strategies/Templates ▪ Jul-Sep: PHASE 4 – SCHEDULING <ul style="list-style-type: none"> ▪ Work Breakdown Structures, GANTT Charts, Milestones Chart (visually easy to follow) ▪ Deadlines, follow-up, accountability, monitoring ▪ Status Updates and Status Reports ▪ Sep-Dec: PHASE 5 – IMPLEMENTATION <ul style="list-style-type: none"> ▪ Deposits to Coordinators/Directors ▪ Booking ▪ Permits/Government Approvals ▪ Public Consultations ▪ Vital Services Meetings ▪ Policy Development ▪ Launch Marketing Strategy ▪ Sep-Dec: PHASE 6 – MONITORING <ul style="list-style-type: none"> ▪ Follow-up ▪ Team and Stakeholder Communications ▪ Sep-Dec: PHASE 7 – PROBLEM MANAGEMENT <ul style="list-style-type: none"> ▪ Assist team with staying on track
2018 Implementation Monitoring Problem Management Closing	<ul style="list-style-type: none"> ▪ Jan-Mar: PHASES 5-7 <ul style="list-style-type: none"> ▪ Jan: Confirm contractors and rentals ▪ Feb: Plan review and last-minute corrections ▪ Mar: Festival set-up and take-down ▪ Mar-Apr: PHASE 8 – CLOSING <ul style="list-style-type: none"> ▪ Apr: Appreciation to Volunteers, Stakeholders, The Calling Members and Contractors ▪ Apr: Festival Debrief and develop The Calling 2019 Plan ▪ May: Present The Calling 2019 Plan to Stakeholders

**MEDIA PRODUCTION COORDINATOR
DEVELOPMENT/IMPLEMENTATION TIMELINE
2017-2018**

<p>Activities that need to be included in Timeline</p>	<ul style="list-style-type: none"> ▪ Work with Exec Admin Team on Policy Development ▪ Meet with Backcountry and Base Camp Safety Coordinators to finalize Risk Management Plans ▪ Work with Backcountry Safety Coordinator to establish clearly defined routes, develop maps (design, layout), safety team requirements, barrier and pylon requirements ▪ Submit backcountry safety equipment (avalanche transceiver, probe, shovel, airbag) request to Backcountry Safety Coordinator ▪ Submit Volunteers Request to Volunteers Coordinator ▪ Submit safety gear, radios, barriers and pylons request to Base Camp Safety Coordinator ▪ Meet with Marketing Coordinator to develop/pick-up/distribute marketing content <ul style="list-style-type: none"> ▪ badges and identifiers, feed link to connect to on the Cross Country Race webpage, working group webpage (location and schedules for working groups). ▪ BACKCOUNTRY MEDIA PRODUCTION DIRECTOR <ul style="list-style-type: none"> ▪ Meet with Backcountry Safety Coordinator to develop Risk Management Plan and discuss working group backcountry safety equipment needs (avalanche transceiver, probe, shovel, airbag) ▪ Meet with Base Camp Coordinator and Website Director to discuss feed for Cross Country Race ▪ Hire professional photographer responsible for backcountry photographs/videos for post festival and real-time content for webpage and social media updates. Provide photographer with boundary maps, schedules and Risk Management Plan. ▪ Meet with Cross Country Race Director and Avalanche Awareness and Riding Clinics Director to discuss routes, layouts, boundaries, schedules. ▪ BASE CAMP MEDIA PRODUCTION DIRECTOR <ul style="list-style-type: none"> ▪ Meet with Base Camp Safety Coordinator to develop Risk Management Plan ▪ Hire professional photographer responsible for base camp and social events photographs/videos for post festival and real-time content for webpage and social media updates. Provide photographer with boundary maps, schedules and Risk Management Plan ▪ Meet with Base Camp Coordinator and Social Events Coordinator to discuss layouts, boundaries and schedules
<p>2017</p>	<ul style="list-style-type: none"> ▪ Aug <ul style="list-style-type: none"> ▪ Submit Proposal, complete required adjustments ▪ Sep <ul style="list-style-type: none"> ▪ Attend Fundraiser Meeting ▪ Oct ▪ Nov ▪ Dec
<p>2018</p>	<ul style="list-style-type: none"> ▪ Jan <ul style="list-style-type: none"> ▪ Confirm contractors and rentals ▪ Feb <ul style="list-style-type: none"> ▪ Plan review and last-minute corrections ▪ Mar <ul style="list-style-type: none"> ▪ Conduct Volunteer Briefing Meeting with volunteers scheduled to work within your area of responsibility ▪ Collect/distribute badges and identifiers from Marketing Coordinator ▪ Collect and distribute safety gear and radios from Base Camp Safety Coordinator ▪ Collect and distribute avalanche safety equipment from Backcountry Safety Coordinator ▪ Apr <ul style="list-style-type: none"> ▪ Collect Feedback ▪ Collect/return safety gear and radios to Base Camp Safety Coordinator ▪ Collect/return avalanche safety equipment to Backcountry Safety Coordinator ▪ Attend Festival Debriefing Meeting

As at XXX, 2017	
DAILY MEDIA PRODUCTION SCHEDULE COORDINATOR March 29 – April 2, 2018	
Thursday, March 29	<ul style="list-style-type: none"> ▪ 1:00pm - 2:00pm: <i>The Calling</i> Members Meeting ▪ 5:00pm - 6:00pm: Media Production Teams (3) Meeting
Friday, March 30 STAT	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast ▪ 5:00pm - 6:00pm: Opening Ceremony ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
Saturday, March 31	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
Sunday, April 1	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast ▪ 5:00pm - 6:00pm: Closing Ceremony and Awards ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
Monday, April 2	<ul style="list-style-type: none"> ▪ 8:00am - 9:00am: <i>The Calling</i> Members and Stakeholders Meeting
As at XXX, 2017	

DAILY MEDIA PRODUCTION SCHEDULE BACKCOUNTRY MEDIA PRODUCTION DIRECTOR March 30 – April 1, 2018	
Friday, March 30 STAT	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Free Breakfast ▪ 10:00am - 5:00pm: Cross Country Race, Avalanche Awareness and Riding Clinics ▪ 5:00pm - 6:00pm: Opening Ceremony ▪ 6:00pm - 7:00pm: Festival Recap ▪ 6:00pm - 7:00pm: Rider Introductions and Meet and Greet ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
Saturday, March 31	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Free Breakfast ▪ 10:00am - 5:00pm: Cross Country Race, Avalanche Awareness and Riding Clinics ▪ 6:00pm - 7:00pm: Festival Recap ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
Sunday, April 1	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Free Breakfast ▪ 10:00am - 5:00pm: Cross Country Race, Avalanche Awareness and Riding Clinics ▪ 5:00pm - 6:00pm: Closing Ceremony and Awards ▪ 6:00pm - 7:00pm: Festival Recap ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
As at XXX, 2017	

**DAILY MEDIA PRODUCTION SCHEDULE
BASE CAMP MEDIA PRODUCTION DIRECTOR
March 30 – April 1, 2018**

Friday, March 30 STAT	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast ▪ 10:00am - 6:00pm: Vendor Village/Kids Zone/DJ Music/Live Bands ▪ 10:00am - 7:00pm: Beer Gardens ▪ X:00am - X:00am: Top 10s Photo and Video Challenge Presentation ▪ 5:00pm - 6:00pm: Opening Ceremony ▪ 6:00pm - 7:00pm: Happy Hour, Festival Recap ▪ 6:00pm - 7:00pm: Rider Introductions and Meet and Greet ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting ▪ 8:00pm - 1:30am: Non-Profit Fundraiser – Pub Crawl
Saturday, March 31	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast ▪ 10:00am - 6:00pm: Vendor Village/Kids Zone/DJ Music/Live Bands ▪ 10:00am - 12:00am: Beer Gardens ▪ 10:00am - hh:mm: Chili Cook-off starts TBA judging times ▪ 11:00am - 11:30am: Freestyle Demonstration ▪ 2:00pm - 2:30pm: Freestyle Demonstration ▪ 6:00pm - 7:00pm: Happy Hour, Festival Recap ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting ▪ 7:00pm - 8:00pm: Stage set-up for Headliner Band ▪ 8:00pm - 12:00am: Non-Profit Fundraiser – Headliner Band
Sunday, April 1	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast ▪ 10:00am - 6:00pm: Vendor Village/Kids Zone/DJ Music/Live Bands ▪ 10:00am - 7:00pm: Beer Gardens ▪ 12:00pm - 12:30pm: Freestyle Demonstration ▪ 5:00pm - 6:00pm: Closing Ceremony and Awards ▪ 6:00pm - 7:00pm: Happy Hour, Festival Recap ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
As at XXX, 2017	

**DAILY MEDIA PRODUCTION SCHEDULE
BACKCOUNTRY PHOTOGRAPHER
March 30 – April 1, 2018**

Friday, March 30 STAT	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Free Breakfast ▪ 10:00am - 5:00pm: Cross Country Race, Avalanche Awareness and Riding Clinics ▪ 5:00pm - 6:00pm: Opening Ceremony ▪ 6:00pm - 7:00pm: Festival Recap ▪ 6:00pm - 7:00pm: Rider Introductions and Meet and Greet ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
Saturday, March 31	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Free Breakfast ▪ 10:00am - 5:00pm: Cross Country Race, Avalanche Awareness and Riding Clinics ▪ 6:00pm - 7:00pm: Festival Recap ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
Sunday, April 1	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Free Breakfast ▪ 10:00am - 5:00pm: Cross Country Race, Avalanche Awareness and Riding Clinics ▪ 5:00pm - 6:00pm: Closing Ceremony and Awards ▪ 6:00pm - 7:00pm: Festival Recap ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
As at XXX, 2017	

**DAILY MEDIA PRODUCTION SCHEDULE
BASE CAMP PHOTOGRAPHER
March 30 – April 1, 2018**

Friday, March 30 STAT	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Free Breakfast ▪ 10:00am - 6:00pm: Vendor Village/Kids Zone/DJ Music/Live Bands ▪ 10:00am - 7:00pm: Beer Gardens ▪ X:00am - X:00am: Top 10s Photo and Video Challenge Presentation ▪ 5:00pm - 6:00pm: Opening Ceremony ▪ 6:00pm - 7:00pm: Happy Hour, Festival Recap ▪ 6:00pm - 7:00pm: Rider Introductions and Meet and Greet ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting ▪ 8:00pm - 1:30am: Non-Profit Fundraiser – Pub Crawl
Saturday, March 31	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Free Breakfast ▪ 10:00am - 6:00pm: Vendor Village/Kids Zone/DJ Music/Live Bands ▪ 10:00am - 12:00am: Beer Gardens ▪ 10:00am - hh:mm: Chili Cook-off starts TBA judging times ▪ 11:00am - 11:30am: Freestyle Demonstration ▪ 2:00pm - 2:30pm: Freestyle Demonstration ▪ 6:00pm - 7:00pm: Happy Hour, Festival Recap ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting ▪ 7:00pm - 8:00pm: Stage set-up for Headliner Band ▪ 8:00pm - 12:00am: Non-Profit Fundraiser – Headliner Band
Sunday, April 1	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Free Breakfast ▪ 10:00am - 6:00pm: Vendor Village/Kids Zone/DJ Music/Live Bands ▪ 10:00am - 7:00pm: Beer Gardens ▪ 12:00pm - 12:30pm: Freestyle Demonstration ▪ 5:00pm - 6:00pm: Closing Ceremony and Awards ▪ 6:00pm - 7:00pm: Happy Hour, Festival Recap ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
As at XXX, 2017	

**DAILY MEDIA PRODUCTION SCHEDULE
VOLUNTEER
March 30 – April 1, 2018**

Friday, March 30 STAT	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
Saturday, March 31	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
Sunday, April 1	<ul style="list-style-type: none"> ▪ 7:00am - 8:00am: Festival Safety Meeting ▪ 8:00am - 10:00am: Festival Operations Meeting (8-9) and Free Breakfast ▪ 7:00pm - 8:00pm: Safety/Operations Debrief Meeting
As at XXX, 2017	

Budget

The budget of \$XX,XXX has been allocated to this area of responsibility. The Coordinator must provide a general breakdown of projected expenses for the Activity. Include in-kinds and potential receivables.

The budget in this area of responsibility may include: Coordinator salary,

Items supplied by other areas of responsibility include: marketing materials indicated in Marketing section supplied by Marketing Coordinator; safety gear, radios, barriers and pylons supplied by Base Camp Safety Coordinator; Safety Teams supplied by Backcountry and Base Camp Safety Coordinators; Swag Bag contents supplied by Base Camp Coordinator; spare backcountry safety equipment (avalanche transceiver, probe, shovel, airbag) for working groups and participants supplied by the Backcountry Safety Coordinator, 1 spot in the Cross Country Race helicopter provided by the Backcountry Safety Coordinator.

Marketing

Marketing for this area of responsibility is supplied by the Marketing Coordinator. Items in the Marketing Plan specific to this area of responsibility include: badges and identifiers, feed link to connect to on the Cross Country Race webpage, working group webpage (location and schedules for working groups).

The Coordinator must submit a request for marketing materials, provide content, and notify the Marketing Coordinator of any incorrect or updated information for the website and social media regarding their area of responsibility.

It is an objective of *The Calling* to maximize marketing opportunities for sponsors and stakeholders. The Coordinator must provide insight to and submit requests to the Marketing Coordinator for marketing opportunities within their area of responsibility for example: promotions, cross-marketing and merchandise.

Legal and Liability Management

The Coordinator must work within the Legal and Liability Management outline provided by *The Calling*. The Coordinator must provide insight on potential Legal and Liability Management issues within their area of responsibility.

Potential Legal and Liability Management within this area of responsibility include:

Media Production Coordinator

- Role Contract
- Collect required copies for due diligence: waivers (sub-contractors, volunteers), contracts, certificates, permits, licenses, sub-contractor WCB clearance letters
- Radio Use Permit

Base Camp Media Production Director

- Role Contract
- Collect required copies for due diligence: waivers (sub-contractors, volunteers), contracts, certificates, permits, licenses, sub-contractor WCB clearance letters,
- Radio Use Permit
- Drone Permit
- Liability Insurance
- Waive rights to photo/video edits

Backcountry Media Production Director

- Role Contract
- Collect required copies for due diligence: waivers (sub-contractors, volunteers), contracts, certificates, permits, licenses, sub-contractor WCB clearance letters
- Radio Use Permit
- Drone Permit
- Liability Insurance
- Waive rights to photo/video edits

Policies

Code of Conduct

Members of *The Calling*, Contractors and Volunteers actively representing *The Calling* must behave in a professional, safe manner and act in the best interest of *The Calling*. Alcohol consumption and drug use is detrimental to *The Calling's* vision of providing a safe, community event and is not acceptable.

Policies in Review

The following policies are in review for this area of responsibility:

Risk Management

It is an objective of *The Calling* to devise a thorough Risk Management Plan that includes an effective Emergency Response Plan. Risk Assessment Packages assist Safety Coordinators in the development of Risk Management Plans and ensure Vital Service requirements are in place at each Activity. The following plans are explored in the Risk Assessment Package: Master Site Plan, Medical Plan, Security Plan, Public Health Plan, Fire Safety Plan, Communications Plan, Traffic Management Plan, Liquor Control Plan, Other Contingency Plans.

The Backcountry and Base Camp Safety Coordinators will assist with developing and finalizing the Risk Assessment Package for this area of responsibility. The Coordinator must work within the finalized Risk Management Plan provided by the Backcountry and Base Camp Safety Coordinators. The Coordinator must appoint a designated emergency response lead at the site of the Activity who in the event of an emergency follows the steps outlined in the Emergency Procedures Insert (provided by the Backcountry and Base Camp Safety Coordinators) at the front of the final Coordinator Package. The Festival Coordinator, Backcountry and Base Camp Safety Coordinators and the Executive Administration Assistant must be notified immediately if changes are made to the Risk Management Plan.

The following planning considerations will be reviewed in the Risk Assessment Package for this area of responsibility:

Medical Plan

The Media Production Coordinator provides a service to Activities. Each Activity should include Risk Management for the services the Media Production Coordinator provides.

Security Plan

security risk assessment, communications protocol

Public Health Plan

The Media Production Coordinator provides a service to Activities. Each Activity should include Risk Management for the services the Media Production Coordinator provides.

Fire Safety Plan

The Media Production Coordinator provides a service to Activities. Each Activity should include Risk Management for the services the Media Production Coordinator provides.

Communications Plan

designated communications lead, communication devices

Traffic Management Plan

The Media Production Coordinator provides a service to Activities. Each Activity should include Risk Management for the services the Media Production Coordinator provides.

Other Contingency Plans

weather, evacuation plan, delay/cancellation protocol, emergency response protocol

Additional Risk Management within this area of responsibility include: Coordinators/Directors must attend Morning Safety/Operations Meetings and evening Safety/Operations Debrief Meetings.

Backcountry Media Production Teams in constant contact with Backcountry Safety Teams, timed interval check-in log, Backcountry Safety Teams to respond in the event of an Emergency.

Base Camp Safety Teams to respond to Base Camp Media Production Teams in the event of an Emergency.

Site Plan

Site Plans for areas where Media Production Teams are deployed will be provided by the Cross Country Race Director, Avalanche Awareness and Riding Clinics Director, Base Camp Coordinator and Social Events Coordinator. Copies should be provided here.

{INSERT MAPS HERE}

Equipment

It is an objective of *The Calling* to use community resources wherever possible to generate community revenue. The Coordinator must contract, supply and are responsible for equipment needed to conduct their Activity. The cost for equipment is outlined in the budget.

Equipment required in this area of responsibility may include: HD Cameras, Go-Pro Cameras, Drones

Contractors

It is an objective of *The Calling* to use community resources wherever possible to generate community revenue. The Coordinator is responsible for hiring Contractors. Contractors hired must be in good standing with WCB. The Coordinator must collect insurance, waivers and other pertinent documents from their Contractors and submit copies to the Festival Coordinator for proof of due diligence. A list of potential/confirmed Contractors should be provided here.

Contractors required in this area of responsibility may include:

Volunteers

It is an objective of *The Calling* to achieve an inclusive community event; Coordinators are encouraged to access volunteers and community groups wherever possible. Coordinators must submit a Request for Volunteers to the Volunteers Coordinator and include the information sampled in table below. For liability and security purposes all volunteers must be registered by the Volunteers Coordinator.

The Volunteers Coordinator recruits and schedules volunteers, ensures relevant waivers and Criminal Record Checks are completed, and collects copies of required certifications and licenses. Volunteers must not be given money or gift certificates for their services. The Coordinator may contact the Volunteers Coordinator if a scheduled volunteer does not show up for their shift.

A list of potential/confirmed Volunteer opportunities should be provided here.

REQUEST FOR VOLUNTEERS			
	General Job Description	Requirements	Safety Gear/ Certificates/Licenses
Media Production			
Staging Area Assistant (2)	Help outfit and organize participants	{What days/hours?}	Vests

Volunteer opportunities for this area of responsibility may include: on-site editors

Volunteers to be requested by the Backcountry and Base Camp Safety Coordinators may include: members of the Safety Teams.

Sponsors

It is an objective of *The Calling* to maximize marketing opportunities for sponsors and stakeholders. The Coordinator must provide a list of sponsor marketing opportunities within their Activity.

Sponsor Opportunities for this area of responsibility may include:

Stakeholders and Community Resources

The Coordinator must provide a list of stakeholders and organizations that may be effected by or could provide insight to their Activity and may need to be solicited.

Stakeholders that may be effected by this area of responsibility may include:

Additional Notes

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