

Special Events Tentative Internship Schedule — Camryn Roth

Bainbridge Island Metro Park & Recreation

*Schedule is subject to change and should be used only as an outline

Week 1 (5/27 - 5/31):

- Park District orientation, site visits
- Goal setting and internship timeline
- Special Events Orientation
- All-Day Explorer Camps Overview/Orientation (if desired)
- SafePersonnel District training
- Shadow Planning and Preparation
- Attend Weekly Special Events Meeting/Policy Review
- Weekly Recap

Week 2 (6/3 - 6/7):

- Attend Recreation Division Meeting
- Attend District Board Meeting
- Introduction to Park District board of commissioners
- Introduction and review of Special Event Planning
- Staff payroll orientation
- District Vehicle Training
- Attend Weekly Special Events Meeting/Policy Review
- Continued Special Events training
- Continued Safe Personnel District training
- Coffee/lunch meeting with guest industry professional
- Attend Winter Wonderland Check-in Meeting
- Assist in planning media for Concert Series
- Weekly Recap

Week 3 (6/10 - 6/14):

- Assist in All-Day Explorer Camp Staff Training Preparation
- Review Event Planning and Organization. Research other methods.
- Review Camp industry standards. Begin research on finding resources to inform programs of industry standards
- Lunch with Mickey Montair – Bainbridge Island Chamber of Commerce. Discuss Grand Ole' Fourth Event
- Review Special Events Risk Management and Scheduling
- Attend Monthly Marketing Meeting
- Shadow a program offered by the Park District (optional)
- Attend Weekly Special Events Meeting/Policy Review
- Assist in planning media for Concert Series/Movies in the Park
- Weekly Recap

Week 4 (6/17 - 6/21):

- Continue Special Event Planning and Organization research. Begin discussions for improvement.
- Attend Recreation Division Meeting
- Continue Camp industry standards research. Begin discussions for improvement.
- Lunch with Cindy Vandersluis – Bainbridge Island Downtown Association
- Shadow a program offered by the Park District (optional)
- Start review of budget and planning for upcoming events
- Attend Weekly Special Events Meeting/Policy Review

- Plan media for Events (Concerts/Movies/Hayride)
- Attend Chamber After Hours
- Weekly Recap

Week 5 (6/24 - 6/28):

- Present list of areas of improvement for Special Event Planning and Organization.
- Audit existing Camp programs practices vs industry standards. Debrief with coordinators for suggestions and improvements. Begin work on recommendations.
- Shadow Camp field trip. Assess industry standards throughout the day.
- Assess Camp Industry standards with real-life application. Suggest areas of improvement.
- Coffee/Lunch with – Director of Kid’s Discovery Museum
- Assist in planning and organization for upcoming events
- Attend Weekly Special Events Meeting/Policy Review
- Assist with the coordination of volunteers for events
- Start inventory of Special Event Supplies and suggest areas for improvement
- Weekly Recap

Week 6 (7/1 - 7/5):

- Midterm evaluation
- Assist with Catalog Preparation
- Start work on event plan
- Update industry standards for camp programs, involve feedback from director.
- Lead Camp Weekly Staff Meeting
- Lunch with Executive Director of Bainbridge Island History Museum
- Shadow Park District Program?
- Assist with the implementation of the 4th of July Parade Float
- Attend Weekly Special Events Meeting/Policy Review
- Assist in planning and organization for upcoming events
- Take on role of volunteer leader
- Inventory of Special Event Supplies and suggest areas for improvement
- Weekly Recap

Week 7 (7/8 - 7/12):

- Coffee/Lunch with Industry Professional
- Flex time for previous projects.
 - Special Event Planning and Organization research.
 - Continue work on Event Plan
 - Update industry standards for camp programs, involve feedback from director.
 - Safe personnel District Training
- Coffee/lunch meeting with guest industry professional
- Assist with Catalog Preparation
- Attend Monthly Marketing Meeting
- Attend Weekly Special Events Meeting/Policy Review
- Shadow Park District Program?
- Assist in implementation of Summer Concert Series
- Attend 4th of July Float Debrief Meeting
- Inventory of Special Event Supplies and suggest areas for improvement
- Assist in planning and organization for upcoming events
- Weekly Recap

Week 8 (7/15 - 7/19):

- Coffee/Lunch with Industry Professional
- Assist in implementation of Summer Concert Series
- Assist with Catalog Preparation
- Flex time for previous projects.
 - Special Event Planning and Organization research.
 - Continue work on Event Plan
 - Update industry standards for camp programs, involve feedback from director.
 - Safe personnel District Training
- Coffee/lunch meeting with guest industry professional
- Inventory of Special Event Supplies and suggest areas for improvement
- Attend Weekly Special Events Meeting/Policy Review
- Assist in planning and organization for upcoming events
- Review budgeting, program design.
- Shadow District Program?
- Weekly Recap

Week 9 (7/22 - 7/26):

- Coffee/lunch meeting with guest industry professional
- Review staff training materials. Research resources cite examples.
- Attend Chamber After Hours
- Continue work on Special Event Plan
- Assist with Fall Catalog Preparation
- Inventory of Special Event Supplies and suggest areas for improvement
- Review budgeting, program design.
- Assist in implementation of Summer Concert Series
- Assist in planning and organization for upcoming events
- Attend Weekly Special Events Meeting/Policy Review
- Weekly Recap

Week 10 (7/29 - 8/2):

- Present list of summer staff training materials, citing examples.
- Update Special Events media plan.
- Continue work on Special Event Plan
- Review budgeting, program design.
- Coffee/lunch meeting with guest industry professional
- Attend Weekly Special Events Meeting/Policy Review
- Assist in planning and organization for upcoming events
- Implementation of Summer Concert Series
- Weekly Recap

Week 11 (8/5 - 8/9):

- Design marketing plan for All-Day Camp OR Special Events. Research data tracking and analysis for measuring effectiveness of marketing plan.
- Review budgeting, program design.
- Continue work on Special Event Plan
- Coffee/lunch meeting with guest industry professional
- Attend Weekly Special Events Meeting/Policy Review
- Implementation of Summer Concert Series
- Assist in planning and organization for upcoming events
- Weekly Recap

Week 12 (8/12 - 8/16):

- Work on professional portfolio development, resumes, etc.
- Implement marketing plan for All-Day Camp OR Special Events. Research data tracking and analysis for measuring effectiveness of marketing plan.
- Present/Implement Special Event Plan
- Implementation of Summer Concert Series
- Attend Weekly Special Events Meeting/Policy Review
- Assist with implementation of Movies in the Park
- Assist in planning and organization for upcoming events
- Coffee/lunch meeting with guest industry professional
- Further polish professional portfolio development, resumes, etc.
- Revamp staff training for summer/fall programs
- Weekly Recap

Week 13 (8/19 - 8/23):

- Further polish professional portfolio development, resumes, etc.
- Coffee/lunch meeting with guest industry professional
- Assist with Implementation of Movies in the Park
- End term evaluation
- Attend Weekly Special Events Meeting/Policy Review
- Assist in planning and organization for upcoming events
- Finalize professional portfolio development, resumes, etc.
- Design administration and field simulations for Summer/Fall programs
- Shadow Park District Program (optional)
- Weekly Recap