Event Operations & Documentation Micro-Internship

Project: Accessible and Inclusive Carrousel Operations Manual & Annual Planning Timeline

Organization: Rosalie Murrey Memorial Foundation
Time commitment: 48 hours over 6–8 weeks
Suggested fields: Business, Project Management, Organizational Leadership, Communications, or related fields
Work arrangement: Remote or hybrid

PROJECT OVERVIEW

Each year, the Rosalie Murrey Memorial Foundation hosts the Accessible and Inclusive Carrousel at Spokane's historic Looff Carrousel in Riverfront Park. The event provides welcoming, accessible opportunities for individuals with disabilities and their families. Important operational knowledge is currently spread across prior event documents, communications, timelines, and checklists.

We seek a student to turn those materials into a practical, reusable operations manual AND a detailed annual planning timeline. The final product should guide someone who has never organized the event through what must be done, when to start, how to do it, and who is involved.

WHAT YOU'LL DO
• Review prior years' event plans, timelines, checklists, correspondence, sponsorship materials, and other records.
• Identify recurring tasks, roles, procedures, deadlines, dependencies, and key contacts or partner categories.
• Document the full process, from early planning and venue coordination through event-day operations and post-event follow-up.
• Develop a backward-planned, actionable timeline identifying when each major activity should begin, deadlines, required predecessors, and responsible roles.
• Document procedures for accessibility accommodations, volunteer recruitment and coordination, sponsorship outreach and recognition, communications, partner coordination, and day-of logistics.
• Create reusable checklists and templates, noting which details must be refreshed annually.
• Flag missing information and possible process improvements without assuming undocumented practices are established policy.

EXPECTED DELIVERABLES

1. Accessible and Inclusive Carrousel operations manual with practical step-by-step instructions.
2. Editable annual project timeline or tracker with task owners/roles, start dates relative to event day, deadlines, dependencies, and completion fields.

3. Reusable operating checklists and templates for sponsorships, volunteers, accessibility, venue/event-day operations, and post-event work.
4. Brief summary of information gaps and recommendations for making planning more efficient.

WHAT WE'RE LOOKING FOR
A detail-oriented, independent student with excellent organization and clear writing skills who can synthesize multiple information sources into materials another event coordinator can use.

PROJECT SUPPORT AND STRUCTURE

The Foundation will provide historical materials and initial orientation. The student will propose a work plan, raise targeted questions, participate in brief weekly mentorship meetings and a midpoint review, and deliver editable, clearly organized files with a final handoff.