

SPONSORSHIP/ADVERTISING

SEEK SPONSORSHIPS AT LEVELS SET BY CITY

DISTRIBUTE PROMOTIONAL MATERIAL FOR DISPLAY

HANDLE DISTRIBUTION OF SPONSOR ITEMS

DAY OF COORDINATION

ASSIGN VOLUNTEERS TO TASKS

HELP WITH VENDOR LAYOUT MARKING

HELP KEEP EVENT ON SCHEDULE

ENTERTAINMENT

COORDINATE STAGE ACTS

CREATE INTERACTIVE CONTESTS AND GAMES

HELP KEEP EVENT ON SCHEDULE

GUESTS/HOSPITALITY

INVITE DIGNITARIES AND WELCOME THEM DAY OF

INCLUDE CORRESPONDENCE IN HANDOUTS

COORDINATE HOSPITALITY AREA FOR DIGNITARIES AND ENTERTAINERS



DOCUMENTATION

CREATE HANDOUTS FOR EVENT

GATHER HISTORICAL PHOTOS FOR DISPLAY AND DOCUMENTATION

PHOTOGRAPH AND VIDEO EVENT