

## MARCH - ACTION ITEMS

| Week | Chair                 | Communications & Publicity Coordinator    | Finance Coordinator  | Volunteer Committee           | Transportation Operations & Safety Committee | Decorating Food & Beverage Committee | Entertainment Games & Contests Committee | Fundraising & Prizes Committee |
|------|-----------------------|---|----------------------|-------------------------------|--|--------------------------------------|--|--------------------------------|
|      |                       |   |                      |                               |  |                                      |  |                                |
| 1    | Progress Review       | Confirm Donations from February Follow up | Budget Review        | Create Volunteer Duty Grid    | Supplier Touch Base                          | Supplier Touch Base                  | Supplier Touch Base                      | Supplier Touch Base            |
|      | Create Event Schedule |   |                      | Create Event Schedule Section | Create Event Schedule Section                | Create Event Schedule Section        | Create Event Schedule Section            | Create Event Schedule Section  |
| 2    |                       |   |                      | Prepare Volunteer Appeal      |  |                                      |  |                                |
| 3    |                       |   |                      |                               |  |                                      |  |                                |
| 4    | AG Committee Meeting  | AG Committee Meeting                      | AG Committee Meeting | AG Committee Meeting          | AG Committee Meeting                         | AG Committee Meeting                 | AG Committee Meeting                     | AG Committee Meeting           |