

APRIL - 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		Distribute AG Agreements/Forms						
2	Assist Communications Coordinator with Promotion			Update Volunteer Grid				
3		Review Signage & Print Pieces, Place Orders			Reconfirm Wellness & Security Teams	Source "leftover" F&B Options		
4		Review AG Agreements & Create AG Binder			Create Installation Schedule	Create Floorplans	Create Floorplans	
	AG Committee Meeting	AG Committee Meeting	AG Committee Meeting	AG Committee Meeting	AG Committee Meeting	AG Committee Meeting	AG Committee Meeting	AG Committee Meeting