

MAY - 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					Create & Distribute Supplier Agreements	Complete F&B Order	Create & Distribute Performer Agreements	Create & Distribute Supplier Agreements
						Create & Distribute Supplier Agreements		
2		Print & Sell/Distribute Event Tickets			Order Wristbands & Radios		Order Novelty Items & Contest Props	Develop Prize Budget & Allocation List
3		Create the Master Attendance List		Distribute Volunteer Grid			Order T-Shirts & Update Master Guest List	
		Create the Master Guest List						
4		Send Out/Receive Insurance Certificates		Facilitate Volunteer Meeting & Training Session	Follow Up on Supplier Invoices, Order Payments	Follow Up on Supplier Invoices, Order Payments	Follow Up on Supplier Invoices, Order Payments	Follow Up on Supplier Invoices, Order Payments
				Place Costume Order				
	AG Committee Meeting & Thank You	AG Committee Meeting & Thank You	AG Committee Meeting & Thank You	AG Committee Meeting & Thank You	AG Committee Meeting & Thank You	AG Committee Meeting & Thank You	AG Committee Meeting & Thank You	AG Committee Meeting & Thank You