

Chair Person	Co-Chair	Marketing/Advertising	PR Relations
Oversee all Logistics	Aid Chair Person in all Logistics	All Signage	Send out Press Release to News Organizations
Update & Maintain member task list	Create Kids Activity (Passport / Bingo / Raffle)	Create FB Posts	Update & maintain PR Organization Lists
Set Event Task Timeline		Other Social Media Posts	Create List of Digital & Physical Free News Boards
Committee Member Recruitment Coordinate with Municipalities / Gov Agencies for permits/licensing, etc		Create Ad for Boone County Shopper Create Ads for Others Advertising Sources	Create Flyers to Place Around Town
Handle all Event Insurance Issues		Create List of Digital & Physical Advertising Options	

Vendor Relations	Sponsorship Relations	Volunteer Coordinator	Entertainment Coordinator
Handle all Vendor Communications	Handle all Sponsorship Communications	Handle all Volunteer Communications	Create & Maintain List of Potential Local Entertainment
Work with Chair & Co-Chair to create Vendor Application	Work with Chair & Co-chair o Create Sponsorship Letter & Opportunities	Work with Chair & Co-chair to determin Volunteer Needs	Schedule and/or Recruit Entertainment
Create Sign-up Vendor events	Create & Maintain List of Potential Sponsors	Create & Maintain Possible Volunteer List	Create Entertainment Schedule for Event
Create & maintain Vendor List	Work with Marketing/PR to Thank Sponsors through Social Media, Advertising, & Signage	Recruit Volunteers	Handle all Entertainment Communications
Create & Maintain Vendor Group on FB		Create Volunteer Schedule for the Day of the Event	Be present Day of Event to Check in Entertainers
Create Vendor Booth Assignments with Site Map		Be Present day of Event to Check in/Check out	Ensure final Payments (if needed) on Day of
Create Vendor Booth Set-up Schedule		Voluteers	
Create Vendor Follow-up Survey for after the Market			
Create THANK YOU Cards for all participating Vendors			

Treasurer

Create & Maintain Budget

Collect all Monies from Vendors

Collect all Monies from Sponsors

Collect all Reciepts

Pay any outside Liabilities

Audit/Reconcil Bank

Have Payout Envelopes for Day of

Provide Reciepts to Sponsors

SUGGESTIONS FOR UPCOMING EVENT

Corn Boil	FOOD & BEV	PG - Lions
Pork Chops	FOOD & BEV	PG - Lions
Kids Carnival Games	KIDS	PG - Lions
Walking Path Ribbon Cutting	KIDS / ADULTS	PG - Lions
Bike Parade	KIDS / ADULTS	PG - Lions
Beer Vendors	FOOD & BEV	Fire Station
Wine Vendors	FOOD & BEV	Fire Station
Street Dance	ADULTS	Fire Station
Petting Zoo	KIDS	Village Hall
Bounce Houses	FOOD & BEV	Village Hall
Fireworks	KIDS / ADULTS	Village Hall
Craft Fair??	ADULTS	
Flea Market	ADULTS	
Silent Auction??	ADULTS	
Corn-Hole Tournament?	KIDS / ADULTS	
Football Scrimage?	KIDS / ADULTS	
Oscar Mike Basketball?	KIDS / ADULTS	
Tractor Show?	KIDS / ADULTS	
Car Show?	KIDS / ADULTS	
Membership Tent - Sign Up New Members / Volunteer Check-In		
Jamican Jerk Food Truck		
Date Change to August		
Painted on the Ground Twister Board		
Face painting		
Frisbee Tic-tac-toe		
Hula Hoops		
Raffle?		

Goal: *To provide Poplar Grove with a Goodwill Community Event*

Objective:

	Project/Event with Action	Project/Event Target Date	Assigned Team Member	Date Completed
JAN				
FEB				
MARCH	Meet as a committee to elect sub-chairs Assign & Review Sub-Chair responsibilities Review Round Up Meeting Notes Decide additional events, activities Create New Sponsorship Opportunities & Send out Letters Create FB Event Work on Booking event activities			
APRIL	Send Out Sponosorship packets & brochures Design Promotional Event Signage Distrbute flyers to local area businesses Begin Marketing campaign			
MAY	Place Ad in Boone County Shopper for the last 2 weeks prior to event Develop a sign-up list for volunteers Arrange for port-a-potties Prepare Press releases & Deploy Pd Advertising Create Site Map for Event Create Day of Schedule Take Inventory of supplies (Order more temporary tatoos if necessary)			
2 Weeks to Event JUNE	Contact Police Dept about ticketing Determine Placement of Tables and Chairs Gather Supplies for Event			
Day Of Event	Follow-up on Concessionaires Collect fees from Concessionaires			
After Event	Send Out Follow UP Vendor Surveys Send Out Sponsorship Thanks Yous			

Work Plan 2005
Revised 5-12-05

Downtown Crystal Lake /
Johnny Appleseed Festival
Saturday September 24, 2005
ATTACHEMENT A

PEvent Chair: Kristi Richardson
Co-Chair: Open



Event Name:	Neighbors Night	Budget	\$20,000
Event Date:	6.14.25		
Event Location:	Village Hall		
Actual			

INCOME SUMMARY:

Name	Activity Description	Proposed	Actual	\$ In-Kind	\$ Total
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
Total Income		\$ -	\$ -	\$ -	\$ -

EXPENSE SUMMARY:

Name	Activity Description	Proposed	Actual	\$ In-Kind	\$ Total
Fireworks	Entertainment	\$ 17,500.00	\$ 17,500.00		
Obstacle Course & Bounce House	Entertainment	\$ 1,600.00			
DJ	Entertainment	\$ 700.00			
Petting Zoo	Entertainment	\$ -			
Outside Games	Entertainment	\$ 150.00			
FB Marketing	Marketing	\$ 50.00			
Boone County Shopper Ad	Marketing	\$ -			
Total Expenses		\$ 20,000.00	\$ 17,500.00	\$ -	\$ -
Net Income		\$ (20,000.00)	\$ (17,500.00)	\$ -	\$ -
Remaining Budget		\$0.00	\$2,500.00		

ACTIVITIES

Yard Games???
Bubbles, Chalk, Etc??

ENTERTAINMENT

Fireworks
Obstacle Course
Bounce House

Fire Station / Boone County
Sherrif / VPG / EMS?? /
FARM???

Touch - A Truck
Bookmobile
Empower Boone
DJ

FOOD

Popcorn - Provided by Trustee Goings
Arturo's
Kona Ice

Pizza Fresca???

[illegible]

VENDOR NAME**PHONE NUMBER**

North Boone Youth Baseball & Fastpitch Softball
Northern Illinois Vintage Tractor & Engine Association
5 B's Catering Service
Satters Shake Ups & Sweet Corn
Scouts of American Troop 126
North Boone District #3 Firefighters
Boone County EMA - IL
Boone County Sheriffs Office
Tilfords Auto & Towing

NA
NA
815-264-7752
815-222-6161
815-978-5829
815-765-3366
815-544-9322
815-544-9322
815-765-9994

TIME

ANNOUNCEMENT

1:00pm	<p>Make sure to grab your Pork Chop Meal from 5 B's until 2pm. Meal includes 2 pork chops, baked beans, applesauce, coleslaw & a dinner roll with butter. Located at the grills near the Lion's Park Concession Stand</p>
1:30pm	<p>Take some time to check out all the amazing Historical Tractors on display courtesy of the Northern Illinois Vintage Tractor & Engine Association. This great organization is also providing the Tractor Drawn Wagon Parking Shuttle today from 10am to 6pm taking guest to additional parking at the Poplar Grove Elementary Building & along the side streets.</p> <p>Coming up in 15 mins...the Walking Path Ribbon Cutting Ceremony. Ceremony will be located behind concession stand & near the playground</p>
1:30pm	<p>Immediately after the Walking Path Ribbon Cutting Ceremony stop by the small pavilion to have the kiddo grab a ribbon wand, a tempory tatto, or a mini bubbles for the Inaugral Walking Path Fun Walk. Check out the new walking path throughout the day.</p>
1:45pm	<p>Coming up in 15 mins...the Bounce Houses & Petting Zoo located in the grass behind the Village Hall will be Open</p> <p>Last Call for 5B's Pork Chop Meal</p>
2:00pm	<p>Need to cool off or use the Restroom? The Village Hall building is open with a few activities for the kids, such as coloring, sticker page making, or lego building</p> <p>Thirsty or looking for a snack. Head over to Satters Sweet Corn or Grab a refreshing Lemonade. Located in the Parking Lot of Lions Park</p>
2:15pm	<p>Lions Club would like to Say Thank You to several of it's sponsors who have helped make the new walking path a reality...Thank You... All World Machinery Supply, Arturo's Mexican Restuarant, Bob & Judy Kemp, Bob & Madeline Walberg, Bryon Bank, Conserv FS, Dan Heath, Don & Karen Lindberg, Fayne Kneip, Frank & Kay Bullard, Kunes Auto Group of Belvidere, Flower Bin etc, Gallano Family & Glenn & Karin Herrmann</p> <p>At 3:30pm today there will be an adult 16" Chicago Style Softball Game on Diamond 1. There are a few spots available if you would like to play. Gloves are not needed. Head over to the Information Booth to sign-up.</p>
2:30pm	<p>At any time during the event you have questions or concerns, please visit the Information Booth Located in Lions Park near the Playground.</p> <p>Also Restrooms are available throughout the event. Located at the Village Hall, Across from the Fire Station, or in Lion's Park behind Diamond 1 Baseball Field near the Park Enterance.</p>
2:45pm	<p>Coming up in 15 mins - the Touch-a-Truck event will kickoff and run until 6pm. Come over to see all these vehicles upclose.</p> <p>Also coming Up in 15 mins in the Village Hall Parking Lot Empower Boone Food Pantry will be giving away free produce until its all gone, & the IDA Belivdere Mobile Library is on hand to encourage reading this summer.</p> <p>Join us in 15 mins at Diamond for the Awards presentation for the Boy 8U Cross Town Classic Tournament. Located at Diamond 1</p>
3:00pm	<p>If your hungry...Auntie Anne's Preztels & Arturos is now open, located in the Village Hall Parking Area. Grab a Taco, Preztel, a beer or margarita</p> <p>Coming up in 30 mins - Kids Kickball Game on Diamond 3 & the Adult 16" Chicago Style Slow Pitch Softball Game on Diamond 1</p>

3:15pm	<p>Lions Club would like to Say Thank You to several of it's sponsors who have helped make the new walking path a reality...Thank You...H&R Block, Jeff Lindberg, Kasper Ag, Ken & Barb Hall, Kent & Teri Kniep, McCurdy Tool & Machine, Minnihan's Tree Service, & North Boone Fire Protection District #3</p> <p>Last Call for Concession Stand Food Purchases as the Lion's Club Concession Stand will be closing at 3:30pm today.</p>
3:30pm	<p>Lions Club & the Village Hall would like to say Thank you to all the participants in today's events...Thank You...North Boone Youth Baseball & Softball, Northern Illinois Vintage Tractor & Engine Association, 5 B's Catering, Satter Sweet Corn & Lemonade, RPMS Complete DJ Service, Four Season Amusements & A Zoo to You.</p>
3:45pm	<p>The Tractor Drawn Wagon Parking Shuttle today from 10am to 6pm taking guest to additional parking at the Poplar Grove Elementary Building & along the side streets.</p>
4:00pm	<p>At any time during the event you have questions or concerns, please visit the Information Booth Located in Lions Park near the Playground.</p> <p>In the mood for a slice of Pizza? We've got you covered. Pizza Fresca is now open. They are located in the Village Hall Parking Lot.</p>
4:15pm	<p>Lions Club would like to Say Thank You to several of it's sponsors who have helped make the new walking path a reality...Thank You...The Poplar Grove Airport, The Pumpkin Patch, Roberston Lock Service, Solutions Bank, Stolberg, Carlson, & Associates, Poplar Grind, Tilford's Towing & the Village of Poplar Grove</p>
4:30pm	<p>Don't forget there will be fireworks tonight starting at dusk. If you have access to Village of Poplar Grove's Facebook page you can listen to music along side the fireworks show. Also Restrooms are available throughout the event. Located at the Village Hall, Across from the Fire Station, or in Lion's Park behind Diamond 1 Baseball Field near the Park Entrance.</p>
4:45pm	<p>Coming up in 15 mins...the Scouts of America Troop 126 will be performing the Flag Retirement & Burning Ceremony located near Diamond 3 baseball field.</p>
5:00pm	<p>Lions Club & the Village Hall would like to say Thank you to all the participants in today's events...Thank You...Boone County Sherri's Dept, IDA Belvidere Mobile Library, Empower Boone Food Pantry, Harvard GMC, North Boone District #3 Firefighters, Boone Country EMA, Waste Management, Tilford's Towing, Auntie Anne's Pretzels, Scouts of America Troop 126, Pizza Fresco & Arturo's Mexican Resturant.</p>
5:30pm	<p>Coming up at 7pm this evening you can catch the Viewing of Monsters Inc at the Village Hall before the big Fireworks Display.</p>
5:45pm	<p>That's right the Fireworks display will start at Dusk. If you have access to Village of Poplar Grove's Facebook page, you can listen to corresponding music to go with the Fireworks display.</p> <p>Last Call for the The Tractor Drawn Wagon Parking Shuttle to take you back to your vehicle at the Poplar Grove Elementary School.</p>
6:00pm	<p>Also Restrooms are available throughout the event. Located at the Village Hall, Across from the Fire Station, or in Lion's Park behind Diamond 1 Baseball Field near the Park Entrance.</p>
6:45pm	<p>Coming up in 15 Mins, head over to the Village Hall to grab your Popcorn to find a seat for the Monsters Inc movie before the fireworks.</p>

Event	Supply Item
Volunteer Check In Booth	Check In Sheet
Lions Club Info Booth	Pens
	Clipboard
	Pop-Up Tent with weights
	List of Events with Times & Location
	Walkie Talkies? - Village Hall
	Printed Event Maps
	Donations Jar?
	2 Chairs
	Membership Pamphlets
	Sign with Lions Club Charities Info?
	Sign - INFORMATION
	Table
Concessions	LP Tank
	Caution Tape
	Sale Flag Banner (Small Triangles)
Yard Games	Corn Hole Boards & Bags
	Playground Balls x 2
	Basket Balls for Shooting x4-8
	Large Container / Box to hold Yard Game Bags & Balls
	Yard Game Equipment Check-in / Check Out Sheet
Temporary Tattoos	Tattoos
	Cellous Sponges Cut into 1-3/4" x 2"
	Paper Towels
	Bin(s) for water
	Mirror (for face tattoos)?