

POTA Springfest 2012 Committees

1. Event Directors (Sarah & Katie)

Responsible for overseeing the entire event. With the help of the committee members, we will create a vision for the day. We will be bothered with the details and address them on a day-to-day basis. We are responsible for timelines and will create a time-schedule for each facet of the day. We will multitask and help with each of the listed committees. We will use our contacts, skills and professionalism in order to make this an unforgettable Perkasie Day.

- Responsible for the development of the event
- Point of contact for questions
- Initial contact for sponsors, vendors, donation requests
- Budget - keep an accurate record of fees in and out; stay within proposed budget
- Responsible for keeping close contact with everyone involved to make sure we are all working toward the common goal
- Create an evaluation process of the event to refer to from year to year
- Schedules meetings as needed
- Whatever else it takes to make it a success!!!!

2. Marketing Committee

- newspaper advertising
- Fliers
- Banners
- Publicity
- Social Media
- Yard Signs
- Contact with a local Radio Station

3. Volunteer Committee

- Securing Volunteers:
 - Have a sign up form for each event that we need staffed
 - Assign tasks
 - Create a list of stations and timelines
- Event Day Check In:
- Staff the volunteer booth and have volunteers 'check in'
- Lead them to their activity and explain their role

4. 5K

- Securing sponsors/volunteers
- Running Event (setting up/tearing down)

- Promoting

5. Downhill Derby Committee

- Running Event
- Rules
- Promoting

6. Beer/Wine Tent Committee

- Running Event
- Help Setting Up/ tearing down
- Promoting
- Selling wristbands

7. Pie Eating/Rib Competition

- Contacting people from last year
- Getting judges
- Running Event

8. Logistics / Borough Liaison

- Present at beginning of day (or night before)
- Make sure signs/ trash cans/ barricades are in their correct place
- Contact with fire/ police /parking
- Helping to secure permits

9. Sponsorships

- Be our liaison with Perkasio businesses
- Help with follow up phone calls

10. Bike Rally / Arts Alley - NEW

- Coming up with a plan for these
- Securing sponsors
- Running event