

Chair of committee sits on Board and Promotions Committee.

Goal: Successful special events for the MSCW by working together with MSCW members, volunteers, other organizations and people.

Objective 1: To utilize downtown as a stage area for community activities through special events as directed by the plan of work.

Projects:

- Project Management of **SPECIAL EVENTS** for the MSCW including:
 - Procuring volunteers, organizing set-up and teardown of the event.
 - Procuring sponsors and vendors for the events.
 - Placing and maintaining signage.
 - Inventory and maintenance of MSCW property.

SPECIAL EVENTS of the MSCW:

Project: MSCW Gala

Tasks:

- Pick date and reserve Pine Room for event
- Send out e-invitations to membership
- Organize food, refreshments, 50/50 raffle
- Create Agenda, new board selected by the membership.

Person Responsible	Start Date	End Date	Budget	Acct#
Gaynell Garrett	Jan 1		\$700	
Gaynell Garrett	Jan 31	Apr 15		
Gaynell Garrett	Apr 15			
John Garrett	Mar 1			

Anticipated Results: Good attendance at MSCW Gala.

Project: Farmer’s Market

Tasks:

- Notify vendors via mail/email 1 month out with printed applications from web and mail.
- Schedule Market Masters, set up/teardown help
- Review/fix signage, 2 months out
- Call Village and have cones put out, 1 wk ahead
- Put up signs at “Andy’s corner”
- Find volunteers to put out yard signs monthly
- Revisit the structure of FM

Person Responsible	Start Date	End Date	Budget	Acct#
Gaynell Garrett	April 1		\$30.00	(GF)
Gaynell Garrett	May 1			
John Garrett	March 1		\$350.00	(GF)
John Garrett	April 20			
John Garrett	Last week of April			
John Garrett	Last week of April			
Gaynell Garrett	April 1			

Anticipated Results: Well-run Farmer’s Market and lots of happy returning vendors and customers.

Project: Christmas in the Village Business Bazaar

Tasks:

- Reserve space at downtown venue
- Give Sponsor Members deadline for applic.
Include set up time and contact person
- 15 are the number of spaces available
- \$15 per table/night is the fee
- Check venue to ensure 15 tables are available
- Get tables/supplies from TH if needed
- Assign table layout
- When all spaces are full send email notice out
- Volunteers to man MSCW table
- Place signs strategically around event
- Keep tally of vendors and their gifts for the
Business Bazaar Gift Basket
- Vendor should attach bus. card to their donation
- Deliver Gift Basket to winner
- Sponsor Members are invited. Use mailing labels
- Keep list of vendors for file and publication

Person Responsible	Start Date	End Date	Budget	Acct#
Committee Chair	Sept 1			
Committee Chair	Oct 1		\$50	(GF)
Committee Chair	Oct 1			
Committee Chair	Nov 25			
Committee Chair	Dec 1			
Committee Chair	Nov 30			
Committee Chair				
Billi Conrad	Nov 15			
Gaynell Garrett	day of			
Committee Chair	at event			
Committee Chair	at event			
Committee Chair	after event			
Committee Chair	Oct 15			
Committee Chair	after event			

Anticipated Results: Event runs smoothly.