

Events Coordinator

Prepares calendar of the major events such as auctions, raffle drawing, children's activities, door prizes if any, with a map of the pavilion with the location of the major activities including rest rooms

Pick up sound system; installs and returns

Works with Phil Sandlin on EMS/Security coverage, and locating security and EMT vehicles

Coordinates the timing and location for the following:

Band or DJ

Beer/wine sales

Children's activities

Eating area

Shaved ice trailer

Live Auction

Meal ticket sales

Raffle ticket sales

Silent Auction

Smoothie stand

Soft drinks/bottled water

Sound system

Sweetshop

Rotary info table (incorporated in with the information booth)

Information booth

Gets the EMCEE, be sure VIPs are introduced

Work with Bill Taylor about the location of activities and equipment and power needs if any

Ensure informational signage at the pavilion area and banners at NASA Parkway are up. Dick Meyers will put them up