

West Metro Home Remodeling Fair – Fair Coordinator Tasks by Month (Sept. through December)

	September-October	November	December
General	<ul style="list-style-type: none"> • Coordinate kick-off planning comm. mtg. and proposed planning mtgs. for the year • Agenda materials for Oct. mtgs. • Attend Comm. mtgs. & prepare meeting notes from full committee and sub-committee mtgs. • <i>Updates to Comm. roster, incl. new members, if any (as need throughout year).</i> 	<ul style="list-style-type: none"> • Draft Nov. agenda & materials • Attend. Nov. full & sub (if any) comm. mtgs. & prep. mtg. notes 	<ul style="list-style-type: none"> • Draft Dec. agenda & materials • Attend. Dec. comm. mtg. & prep. mtg. notes
Budget	<ul style="list-style-type: none"> • Research potential expenses and work with Budget chair for proposed yearly budget. • Update budget for kick-off mtg. • <i>Keep in contact w/Budget chair regarding budget projections based on potential income/expense and adjustments to expenses accordingly (Oct.-Feb.)</i> • <i>Reconcile bank statements</i> 	<ul style="list-style-type: none"> • Cut vendor bill checks & prep updated budget for Nov. mtg. budget report • <i>Process exhibitor check deposits (throughout season)</i> 	<ul style="list-style-type: none"> • Cut vendor bill checks & prep updated budget for Dec. mtg. budget report • Prepare Form 1099 for ORR winner
Exhibitor	<ul style="list-style-type: none"> • Work with Exh. chair to determine if needed updates to reg. materials from previous year. • Draft exh. registration materials and post card for review at kick-off mtg. • <i>Make needed updates to exh. mail list (all year)</i> • Finalize reg. materials for email blast and post card for mailing • Order post card, print labels, postage & mail (incl. exh. reg. post cards for cities to place on vendor desks) • Create email blast lists & send reg. email blasts (two separate blasts—past exh. two weeks prior to non-exh.) • <i>Respond to exh. inquiries (and prospect inquiries); work w/Exh chair on any issues requiring comm. decision (all year long)</i> • <i>Process exh. reg. as received & respond re missing info. (cert. of ins., etc.) (Oct. thru Fair date).</i> 	<ul style="list-style-type: none"> • Send 2nd reg. email blasts (to non-exh.) • Send out reminder emails to exh. if reg. totals are coming in slow. • Process exh. reg. as received & respond re missing info. (cert. of ins., etc.) • Respond to exh. inquiries; work w/Exh chair on any issues requiring comm. decision • Updates of exhibitor reg. progress to Comm. at Nov. mtg. • Updates to floor plan, if any, to use for Resource Guide and sponsor booth choices. • Gather logos from sponsors for Resource Guide. • Gather ads from vendors for Resource Guide. 	<ul style="list-style-type: none"> • Assign booth #s to sponsors and send confirms. • Assign booths to exh. reg. to date • Send booth confirmation letters • <i>Continue to process reg. & assign booths as registrations received (until filled)</i> • Prepare Meet Our Exhibitor list and upload to web (updates as needed)

Note: Items in italics are ongoing throughout the time period noted.

	September-October	November	December
Seminar	<ul style="list-style-type: none"> • Pull together info. on new and/or proposed seminars for seminar comm. mtg. • Coord. seminar comm. mtg. & prep. agenda & materials for first seminar comm. mtg. • Invites to potential seminar presenters as determined by seminar comm. (incl. regrets to past presenters not invited back, if determined by Seminar chair) 	<ul style="list-style-type: none"> • Prep. progress rpt. for Nov. Comm. mtg. of seminars booked to date. • Work w/seminar comm.. to set times/rooms for seminars. • Work with seminar committee to draft seminar descriptions. • Confirm with seminar presenters and obtain approval of seminar descriptions/times. 	
Idea Ctr.	<ul style="list-style-type: none"> • Work w/I.C. chairs to determine Ask the Pros to be invited for coming season (update list of past ATP's & send to chairs for review) • Email invites to non-profit (public service info.) exhibitors and Ask the Pros to participate in Fair • Confirm Master Gardeners (w/MG Coord.) 	<ul style="list-style-type: none"> • Prep. progress rpt. for Nov. Comm. mtg. of ATP's and Public Info. Resource exhibitors booked to date. • Confirm or draft IC exh descriptions for approval by IC exh. • Confirm ltrs to ATP and IC exh. 	
Publicity	<ul style="list-style-type: none"> • Determine if banners need repairs, changes or updates for budgeting purposes • Coord. w/Clear Channel for available billboard locations and review w/PR comm. • Coord. chosen billboard locations w/Clear Channel. (contract signed) • Coord. w/PR comm. & past Operation Rescue Room (ORR) winner for article on project progress • Work w/PR comm. to determine/set dates for ORR open/close dates. • Contact Bachman's re exchange ad for flowers. 	<ul style="list-style-type: none"> • Coord. updates to Hopkins Mainstreet banner and any banner repairs of either banner, if needed. • Work with Jason (if still at SLP) to get ORR page ready to launch in Dec. when ORR starts. • Work w/PR Comm to create poster ads for city use & send to comm. • Send exh. ads to PR Comm. for Resource Guide as rec'd for review/approval (incl. Bachman's, if agreed to exchange offer). • <i>Work with PR Comm. for Facebook content and updates.</i> 	<ul style="list-style-type: none"> • Provide content to PR Comm. for Resource Guide (incl. exh. contact, prize drawing info., I.C. info., seminar descript., exh. ads, sponsor logos). • Proof Resource Guide content • Create supplemental exhibitor list if late registrations. • Prep & coord. printing of new resident/past remodeler post card. • Work with PR Comm. to coordinate distribution of Resource Guide to Comm., sponsors & advertisers
Web		<ul style="list-style-type: none"> • Update web to prepare for launch before ORR contest starts (incl. remove landing page). 	<ul style="list-style-type: none"> • <i>Continue to update web as info. received (i.e., exhibitor reg., seminars, sponsors, I.C., etc.) (Dec. – Feb.)</i>
Site Ops	<ul style="list-style-type: none"> • Confirm with booth/draping vendor. 	<ul style="list-style-type: none"> • Order flatbed dollies from Reddy Rents. 	
Misc.	<ul style="list-style-type: none"> • Coord. w/face painter for Children's Activity Center (CAC) if approved at Oct. comm. mtg. 	<ul style="list-style-type: none"> • Check with Home Depot to determine if they can sponsor the CAC. 	

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West Metro Home Remodeling Fair – Fair Coordinator Tasks by Month (January through March)

	January	February	March
General	<ul style="list-style-type: none"> • Draft Jan. agenda & materials • Attend. Jan. comm. mtg. & prep. mtg. notes 	<ul style="list-style-type: none"> • Draft Feb. agenda & materials • Attend. Feb. comm. mtg. & prep. mtg. notes 	<ul style="list-style-type: none"> • Draft follow-up agenda & materials • Attend. follow-up mtg. & prep. mtg. notes <p>Following Fair:</p> <ul style="list-style-type: none"> • Thank you notes to misc. participants (Bachman's, volunteers, etc.) • Research dates of Mpls & SP (big) shows to determine date for following year
Budget	<ul style="list-style-type: none"> • Cut vendor bill checks & prep updated budget for Jan. mtg. budget report 	<ul style="list-style-type: none"> • Cut vendor bill checks & prep updated budget for Feb. mtg. budget report 	<ul style="list-style-type: none"> • Cut vendor bill checks & prep updated budget for follow-up mtg. budget report
Exhibitor	<ul style="list-style-type: none"> • Prep & send set-up email and ltr. 	<ul style="list-style-type: none"> • Follow-up re expired exh. Cert. of Insurance (must be valid on Fair day) • Print exhibitor handout materials 	<p>Following Fair:</p> <ul style="list-style-type: none"> • Send Save the Date email to mail list once Fair date set for next year • Handle any exh refund issues, if any
Seminar		<ul style="list-style-type: none"> • Confirmation ltrs to presenters 	<p>Following Fair:</p> <ul style="list-style-type: none"> • Thank you notes to presenters (and stipends, if any) • (if budget allows) assist with seminar evaluation tally and prepare summary
Idea Ctr.		<ul style="list-style-type: none"> • Confirmation ltrs to ATPs and IC exhibitors and Master Gardeners 	<p>Following Fair:</p> <ul style="list-style-type: none"> • Thank you notes to IC participants (and stipends to ATP's)
Publicity	<ul style="list-style-type: none"> • Coord. w/PR Comm. re billboard artwork and send artwork to Clear Channel. • Proof ads for Sun News (work w/PR Comm.) • Coord. sending out PR videos to Comm. • Distribute new resident/permit resident post cards to cities • Coordinate with Hopkins Public Works to put up 2 banners (1 on Mainstreet 1st week of Feb. & Eisenhower 1 week before Fair) 	<ul style="list-style-type: none"> • Get cash for cash prize drawings <p>Fair Day:</p> <ul style="list-style-type: none"> • Take photos or arrange for someone to take photos for web/PR • Coord. prize drawings & contact winners • Print prize slips 	<p>Following Fair:</p> <ul style="list-style-type: none"> • Cut check and meet with ORR winner to take photos & upload for Comm. etc.; also obtain W-9 for preparing tax form M-1099, etc.

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	January	February	March
Web	<ul style="list-style-type: none"> • Post exh. set-up materials to web. 		
Site Ops	<ul style="list-style-type: none"> • Pick up all Fair materials from storage • Work with Site Ops comm. to prep signage for Fair and update signs as needed. • Coordinate staffing for Fair weekend with Planning Comm. (sign-up sheet) • Work with Comm. to coordinate volunteers for Fair day. 	<ul style="list-style-type: none"> • Finalize sign-up sheet and distribute to Comm. • Confirm with Reddy Rents for delivery of flat bed dollies • Coordinate delivery of flowers from Bachman's • Prepare name tags • Prepare emergency contact card <p>Fair Weekend</p> <ul style="list-style-type: none"> • Assist w/room set-up • Put up signage • Coordinate booth/drape vendor • Exhibitor check-in • Attend Fair 	<ul style="list-style-type: none"> • Inventory Fair materials & repack before returning to storage

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