

Event Preparation Items

Rev 1

Calendar Posting (2)

Go to as many public calendars as you can find and post our event. PPH, Phoenix, MPBN, radio stations, etc.

Publicity Poster Distribution (4)

Help distribute posters, you'll have about 10 to do.

Get Business sign-ups for Block party and Luminary walk (2 min)

Visit businesses near block party, and luminary path. Make sure they are aware of the event and ask them about participating. Mostly a job to let them know when, and see if interested. Make a list of what they will be doing.

Luminary Holder Preparation

Meet at CIA's, and work with Interact students to prepare the luminaries. Tues. Jan 13th

Program Guide Distribution

Deliver program books to select businesses to help get the word out.

Friday

Sponsor banner setup (3 to work with Meyers and Wagner)

Place banners in a visible well lit spot that has been worked out prior to the event.

Block Party

Act as a point of contact and Ambassador.

Luminary Placement (5)

Work with Interact students to get luminaries into place and lit.

Interact coordinators (2)

Be a point of contact for the Interact students helping out. You'll have a list of events, who the coordinators are, who needs Interact help. Delegate tasks to the students.

Program Guide distribution/Ambassador (4)

Hand out program guides to participants. Act as an ambassador, answering questions for participants.

Ice Skate Equipment Clinic Set up (1)

Have prior contact with Bruce of Back Bay skate, show him where his space is, provide general assistance.

Luminary Walk (4)

Help get folks going, answer questions, provide general assistance.

Glo-in-the-Dark Ring Toss (3)

Supervise the game. This is aimed at small children.

Skating Party (4)

Act as an ambassador to the skaters

Radio Station and Wing Eating contest (3)

Contact station prior to event, show them the designated spot for setting up the truck. Help supervise the wing eating contest. Eating wings yourself is optional.

Luminary clean up (3)

Work with Interact students to pick up Luminaries. We'll have a trailer.

Banner take down (3)

Remove banners and get them to the morning set up crew.

Saturday

Pancake Breakfast (4)

Help the Lions with the breakfast, may include ticket sales at the event, and serving.

Sponsor banner set up (3)

Help set up the banners at Wainwright.

Food Truck setup

Contact food vendors prior to the event to let them know you are the contact. At event let them know where to set up..

Chili Chowder challenge

Work with the Hockey Boosters for crowd control, organization of entrants and participants, etc.

Wagon Rides (4)

Supervise the waiting area.

Ice Skate Equipment Clinic Set up

Have prior contact with Bruce, show him where his space is, provide general assistance. Same as Friday night.

Hockey Clinic (2)

General help for the event participants. The actual instruction will be done by USM coaches.

Radio Station coordination

Contact station prior to event, show them the designated spot for setting up the truck.

Ice Sculpture demonstration (2)

Know where the designated space is, let the Marriot and Piper Shores ice carvers know where to set up.

Snow Sculpture contest (3)

Assign participants to locations for their sculpture, let them know the rules, provide general supervision.

Snow Sculpture judging (3)

Prior to the event determine prize categories, at the end of the event, judge the results.

Snow Shoeing (3)

Be a point of contact for those interested. Let them know where the trails go and how long the routes are. Hand out maps if available.

Chuck-a-Puck (2)

Coordinate the event and participants.

Score-0 (4)

Coordinate the event and participants.

Turkey Bowling (4)

Coordinate the event and participants. This event is a bit different from last year. It will be bowling, not curling. We will have both Turkeys and small games hens for the littlest participants.

Open Skating

Provide general coordination to participants.

Ambassador

Wander the event, provide help to anyone who looks like they need it.