

2020 MarketPlace Steering Committee

Secretary

- Takes notes at all meetings and distribute appropriately
- Liaison to web committee for posting notes
- Maintains and/or creates training documentation
- Maintains and/or creates forms provided to chapters
- Maintains email and phone list of steering committee and chapter reps
- Assignment of chapters to Marketplace duties
- Prep of documentation for coordinators

Room Arrangement

- Site layout
 - Vendor location and Demo area
 - Basketmania or other fund raising event
 - Accounting, Worker check-in-area and Worker rest area

Vendor Contact

- Review list of current vendors
- Review and update the vendor application/contract and update rental fees
- Contacts all vendors
- Tracks responses and payments from vendors
- Creates vendor packages
- Coordinates requests from vendors
- Coordinates vendor demos
- Coordinates vendor ads with advertising

Fund Management

Budget watchdog

Deposit payments

Pay bills

Sales Tax considerations

Fund and prize donation solicitation

Basketmania and other fundraisers

Logistics

Rec Center contact

Prepare contract

Request available tables and placement required

Wi-Fi and password

Request info on rec center employees and who has accessibility

Coordinate with other activities in the area

Defer trolley stop

Sheriff department liaison

Prepare list of lunch locations

Parking and transportation

Pipe and drape

Wristbands, tickets, lanyards, badges, etc.

Advertising

Creates advertising material and printing of materials

Book Marks, Passports, and Programs

Coordinates news media - newspaper, radio, billboards, other quilt shows etc.

Creates signage for the event (demo areas, lunch locations, etc.)