AGENDA
SPECIAL MEETING OF THE SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS

Thursday, March 17, 2022
5:00 PM
Suisun City Council Chamber Via Zoom
701 Civic Center Blvd.
Suisun City, CA 94585

NOTICE
Pursuant to Government Code Section 54953, Subdivision (b), and in accordance with the provisions of SB 361 (2021) the following Suisun City Historic Waterfront Business Improvement District Meeting includes participation by teleconference. The public may attend the meeting via the Application, Zoom.

DUE TO CORONAVIRUS COVID-19 THE HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT MEETING WILL BE HELD VIA THE APPLICATION, ZOOM

ZOOM MEETING INFORMATION:
WEBSITE: https://zoom.us/join
WEBINAR ID: 816 2478 0180
CALL IN PHONE NUMBER: (707) 438-1720

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE MEETING
BY EMAILING CLERK@SUISUN.COM (PRIOR TO 4pm) OR VIA WEBSITE OR PHONE APPLICATION, ZOOM

1. Call Meeting to Order
2. Introductions
   i. City Representatives, City of Suisun City
   ii. Business Representatives
   iii. Guests
3. Public Comment
4. Board Comment
5. Approve Minutes of February 17, 2022
6. Treasurer’s Report (oral – no written as we are between bookkeepers)

7. New Business
   A. Finding a bookkeeper

8. Old Business
   A. Continue updating SCHWBID Media & Marketing Plan and timeline – revision from last meeting attached with timeline
      a. KUIC costs - Laura
      b. Postcard update/costs - Magda
   B. Mother’s Day – Sunday May 8 – timeline update (attached)

9. Upcoming BID Meetings:
   Thursday, April 21, 2022 – 5:00 PM
MINUTES

REGULAR MEETING OF THE SUISUN CITY HISTORIC WATERFRONT BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS

Thursday, February 17, 2022
5:00 PM – 6:00 PM
Suisun City Council Chamber Via Zoom

The meeting was called to order at 5:02 p.m.

Introductions – The following were present; self-introductions were made.
City Representative - Kris Lofthus, City of Suisun City
Business Representatives – Melanie Fisher, Wiseman Company
Board of Directors – Laura Cole-Rowe; Magda Funk, John Harter, Megan Smith

Public Comment – none

Board Comment – none

Approve Minutes of January 20, 2022 – Moved by Funk, seconded by Cole-Rowe to approve minutes as written. Motion carried.

Treasurer’s Report – Magda Funk gave an oral report, not written as we are between bookkeeper. Balance in the WestAmerica account is $24,328.65; the other account is $1,059.30.

New Business
We were not able to hold a discussion with Sharyn (Sherri) Scarrott, EA on SCHWBID bookkeeping. Will still look at others for bookkeeping as there may not be a response during tax season.

Old Business
Board Planning Session Report - Motion by Megan, seconded by Magda to approve the Board Planning Session report. Motion carried.

Media & Marketing Plan – The board went through the first two pages of the marketing plan and made changes as follows:

Page 1
- Change date from 2021 to 2022 and revision date when complete
- Delete phrase (when restrictions off/re-opened)
- Metro area -Residents & Visitors defined as 50-70 miles, which would include the greater Bay Area and the metro-Sacramento area
- BID brochure had been given to the city – Laura will contact Beth at the city for monthly new business licenses
- Welcome package letter – Laura will send to Magda for updating.
• Facebook, Instagram & Twitter – only have passwords for Facebook. Magda contacted Sparkly Rags; they said they don’t have. Megan said that it’s in a white folder. Laura & Magda will look for white folder at storage trailer but neither remember seeing it. Maybe at Virgil’s? Megan will also check with Mike Hudson.
• Marketing in local channels TV & Radio – will still examine later; Laura to be contacting KUIC.
• Website Updating and Promotion (this is on page 4 – will get to in March)
• E-Newsletters – now that we have Constant Contact login – we will be able to send e-newsletter, although there will be a lot of old emails. Laura mentioned that she previously sent one every month, alternating between members and visitors. She plans to start in March with a member e-newsletter and a visitor one in April, stating events that are coming up.
• Directory Brochure – Magda will reach out to Stephanie Knight regarding the postcards.

Page 2
• Welcome package letter – Laura will send to Magda for updating.
• Bring back idea for the map or magnet to next meeting
• Welcome coupons – this needs further discussion and businesses’ willingness to participate
• Facebook/Instagram/Twitter – update picture and logo
• Business of the Week will be able to be done shortly – need a list of businesses to see what they have on Facebook, Twitter and Instagram
• Need password to connect Instagram to Facebook

The last two pages and the timeline will be reviewed and finalized at the March 2022 meeting.

Mother’s Day – Sunday May 8 – contract on Laura’s desk; sent; discussion and assignments of timeline. Laura and Magda met on February 11 to go over assignments; John has booked bands; Laura and Magda will go out to storage on February 28 to inventory champagne glasses and look for white folder. Laura will pick up key from Megan.

Website updating/Constant Contact/Instagram & Twitter passwords – Discussed under marketing plan.

Next BID Meeting: Thursday, March 17, 2022 – 5:00 PM

Moved by Magda, seconded by Laura to adjourn meeting. Motion carried. Meeting adjourned at 6:08 pm.
SCHWBID will continue to concentrate on marketing the Waterfront District of Suisun City as a regional and a local destination. The overall SCHWBID Media Marketing will focus on two district market segments that can generate traffic and sales:

➢ Local/Downtown Suisun City Employees and Residents
➢ Metro Area Residents & Visitors (Defined as 50-70 mile radius)

SCHWBID Media Marketing

- Waterfront District Businesses Directory Brochure or Booklet (request city’s business license list and monthly update of new business licenses)
- Welcome Package/ New Business Orientation Program (revised letter, perhaps offers from downtown businesses?)
- Facebook, Instagram & Twitter (need login for Twitter and Instagram)
- Marketing in local channels TV & Radio (need to develop message – cost may be prohibitive)
- Website Updating and Promotion
- E-Newsletters

Directory Brochure

*Instead of printing the Waterfront District Businesses Directory Brochure, because of cost and it becoming outdated quickly, instead print a professionally designed postcard with QR code that will go directly to the SCHWBID website to access information on businesses and events.*

1. Keeping website updated will be important
2. Less paper used/wasted.
3. Brochure racks will not be necessary.
4. New pictures of Waterfront District area needed
5. Include postcard in the welcome package for new businesses.
6. Cost for postcards only (not design) for 5,000 is about $140 online
7. Distribution to members, including two hotels and train depot.

Welcome Package

*Waterfront District Businesses Welcome Package to include:*
1. Welcome Letter (update)
2. Waterfront District Business postcards for their place of business
3. Map of the City and/or Waterfront souvenir (TBD)
4. Sheet of welcome coupons from Waterfront businesses (TBD)

Welcoming Package is a great way to meet new business owners, acquire contact information and invite new owners to participate in SCHWBID events.

Facebook/Instagram/Twitter

*Social Media Marketing for Members* – SCHWBID market members businesses through our social media channels at no cost to them.

**UPDATE:** The Look – use our newer Logo to be updated, seasonal image change, general update

*SCHWBID Marketing Goals for Facebook/Instagram*

1. *Business of the Week* – feature one business per week with their logo, information, what they do, products, discounts, etc.
2. *Events* – when we are able to do events again, these would be featured – consider paid boost when appropriate
3. *Combine Facebook and Instagram* – need login and password for Instagram to combine in Business App for easier one-time post that targets both sites.
Local channels TV & Radio

Before we begin marketing on local TV and radio, SCHWBID will need to talk about the following: demographics of the audience to reach – not only for TV & Radio, but for our segments (Local and Visitor). What is our message, costs and methods to determine return on investment (ROI) or if we are image advertising?

*Image advertising for SCHWBID would be aimed at the creation of a specific image for our brand. We need to figure out our brand – is it reliability, luxury, trust, ruggedness or style? Are we a destination?*

7 Best Methods to Advertise a Travel Destination

1. Show people what they want to see, not what you want to show
2. Design your ads to plant a long-term image
3. If necessary, reinvent the image of the place
4. Highlight unique subjects based on your audience
5. Use high-quality, image-driven content
6. Use a clear call to action
7. Biggest obstacles are cost and fear

Local Advertising would include

1. **KUIC Ads** – Hold discussion if this is an advertising venue for image or better to use for events
2. **Local TV Channel** – Feature Local Businesses or Events – we have not used this in the past – with viewers “cutting the cord” – we need to discuss
3. **Your Town Magazine** – Magda to contact for costs
4. **Gold Mine Magazine** (Daily Republic option-less expensive) – Laura to explore with Robert at DR.
5. **Daily Republic** – Previously, we had a weekly page in color in the DR that didn’t cost the district – we advertised events for the month; the ads below were for district businesses at a reduced rate. Laura to explore with Robert at DR for when we are able to hold events again. Note: our ad space could not advertise other businesses – just events.

Write a comprehensive visitor attraction plan.
Website

**www.suisunwaterfront.com**

1. Maintained and Modernized
2. Updated content, including news releases
3. Social Networking/Linking Businesses
4. Marketing Business members events or specialties

**Connecting Members:** Must maintain a close relationship with Waterfront businesses to know needs and upcoming events of each individual business.

E-Newsletter

- E-Newsletters Social Media
- SCHWBID to encourage members to share updates.
- Monthly if done on volunteer basis – one month to visitors and businesses; one month to only businesses/city/elected officials, etc.

Note: “Breaking News” can be sent on via email (blind copied)

Estimated Budget

See spreadsheet for revised budget
Let the community know about Suisun City events
With a KUIC Radio Advertising Package!

**WHY ADVERTISE ON RADIO:** 93% of all Americans listen to AM/FM Radio each week

**WHY ADVERTISE ON:** KUIC has OVER 150,000 listeners in Solano County 50% of all adults 18-64 tune in every week.

**Aggressive Package:**
- 75 X :15 or :30 Second commercials
- Featured web-link via KUIC.com’s advertising directory

**Total Investment** $2250 (:15’s) or $3375 (:30’s)

**Moderate Package:**
- 45 X :15 or :30 Second commercials
- Featured web-link via KUIC.com’s advertising directory

**Total Investment** $1575 (:15’s) or $2250 (:30’s)

**Base Package:**
- 25 X :15 or :30 commercials
- Featured web-link via KUIC.com’s advertising directory

**Total Investment** $875 (:15’s) or $1250 (:30’s)

Commercials run 5A-12A. 2/3 will run prior to 8P. 7 day schedules. Subject to approval & availability

**KUIC is the only radio station in Solano County and gets results for advertisers.**
<table>
<thead>
<tr>
<th>Marketing Category</th>
<th>Task</th>
<th>Assigned to</th>
<th>Due by</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waterfront District Businesses Directory Brochure or Booklet</td>
<td>Find graphic designer for postcard</td>
<td>Magda</td>
<td>done</td>
<td>spoke with Stephanie Knight - to send quote</td>
</tr>
<tr>
<td></td>
<td>Find photos to use for postcard (can be used for web also)</td>
<td>Megan</td>
<td>done</td>
<td>Stephanie Knight has many photos</td>
</tr>
<tr>
<td></td>
<td>Use QR code that will go directly to SCHWBID website</td>
<td>Magda</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Print 5,000 to start</td>
<td>Magda/Designer</td>
<td>waiting for quote</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop distribution list</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Distribute to list</td>
<td>Magda/Shelly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome Package/ New Business Orientation Program</td>
<td>Update/write Welcome letter</td>
<td>LCR</td>
<td>Done</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Update new business information sheet</td>
<td>LCR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deliver New Business brochures to city to give to new BID members</td>
<td>LCR</td>
<td>Done</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Downtown Map insert</td>
<td>LCR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research cost for magnet; write info to be placed on it</td>
<td>Magda</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Board discussion on: How a board member will talk to new member - what the BID does, how to get involved, etc.</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Put together offers from downtown businesses - could be separate coupons or offer to combine on one page (preferred). Expiration date possible, but would require more updates on a regular basis</td>
<td>Magda/Shelly/ John</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assemble all materials in folder</td>
<td>Magda</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Distribute as new businesses arrive</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td>Go through list of businesses in the BID - compare to website and update website and emails</td>
<td>LCR</td>
<td></td>
<td>Not yet completed</td>
</tr>
<tr>
<td>Request city's finance dept. to give us notice of new business licenses on a monthly basis</td>
<td>LCR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board discussion on: improvements to the website - ideas such as business of the week, what else?</td>
<td>All</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encourage members to share updates</td>
<td>All</td>
<td></td>
<td>Continuous</td>
<td></td>
</tr>
<tr>
<td>E-Newsletters</td>
<td>Find Constant Contact login - if not easily found; reach out to Constant Contact to get new login - billing is still in my name</td>
<td>LCR/Megan</td>
<td>Done</td>
<td></td>
</tr>
<tr>
<td>Discuss e-newsletter content</td>
<td>All</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send first e-newsletter</td>
<td>LCR</td>
<td>3/1/2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encourage members to share updates</td>
<td>All</td>
<td>Continuous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Media - Facebook, Instagram, Twitter</td>
<td>Finish going through Facebook list of BID members; give to John</td>
<td>LCR</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>Update FB Main Page Look – use our newer Logo, seasonal image change ?, general update</td>
<td>LCR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connect FB &amp; Instagram pages – find Instagram login</td>
<td>LCR/Megan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Find Twitter login - give to John</td>
<td>LCR/Megan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do Facebook Live when appropriate</td>
<td>LCR/Megan/ John</td>
<td>Continuous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aim to post 3 times a week</td>
<td>John</td>
<td>Continuous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Marketing (Local TV &amp; Radio, Tourism Publications)</td>
<td>Board discussion on: demographics of the audience for each segment (Local and Visitor). What is our message, costs and methods to determine return on investment (ROI) or if we are image advertising?</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ask Your Town Magazine about possibility of having a monthly page (previously done by BID) once events and businesses are opened up - costs and commitment.</td>
<td>Magda</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ask Daily Republic about possibility of reinstating the weekly Friday page (previously free to BID) once events and businesses are opened up</td>
<td>Laura</td>
<td></td>
<td></td>
<td>Spoke with Robert at DR - is willing to put page together - since city is doing events, should we start in</td>
</tr>
<tr>
<td>Item</td>
<td>Who is responsible</td>
<td>Cost/Cost Estimate</td>
<td>Due by:</td>
<td>Status</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------------</td>
<td>--------------------</td>
<td>--------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Book Vendors</td>
<td>Brenda</td>
<td>-</td>
<td>Continuous</td>
<td>Continuous</td>
</tr>
<tr>
<td>Book Entertainment</td>
<td>John</td>
<td>$ 700.00</td>
<td>ASAP</td>
<td>Done</td>
</tr>
<tr>
<td>Design/Order Postcards (5,000)</td>
<td>Laura/Brenda</td>
<td>-</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>Website Update on Event</td>
<td>Laura</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inform BID members/assoc. members about event by email; include</td>
<td>Laura</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>application &amp; volunteer opportunities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer solicitation/recruitment</td>
<td>Magda/Shelly/All</td>
<td>$ -</td>
<td>Start on 2/18/22</td>
<td></td>
</tr>
<tr>
<td>Contact Boy Scouts for setup/breakdown</td>
<td>John</td>
<td></td>
<td>3/1/2022</td>
<td></td>
</tr>
<tr>
<td>Get permit from city for event</td>
<td>Laura</td>
<td></td>
<td>3/1/2022</td>
<td></td>
</tr>
<tr>
<td>Social media - FB/Twitter - paid ads as we get closer; otherwise</td>
<td>Laura</td>
<td>$ 250.00</td>
<td>3/1/2022</td>
<td></td>
</tr>
<tr>
<td>mention every ten days</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order champagne glasses - how many</td>
<td>Magda w/Laura</td>
<td></td>
<td>3/1/2022</td>
<td>In process</td>
</tr>
<tr>
<td>Ad - Breeze - April &amp; May</td>
<td>Magda works w/Laura</td>
<td>$ 400.00</td>
<td>3/1/2022</td>
<td>Done</td>
</tr>
<tr>
<td>Health Permit for BID</td>
<td>Brenda/Laura</td>
<td>$ 400.00</td>
<td>3/15/2022</td>
<td></td>
</tr>
<tr>
<td>Press release for Breeze for all issues</td>
<td>Brenda</td>
<td>$ -</td>
<td>For April, May</td>
<td></td>
</tr>
<tr>
<td>Highway 12 sign goes up in April - give any changes to Sheryl at</td>
<td>Laura</td>
<td></td>
<td>Goes up in April</td>
<td>Done</td>
</tr>
<tr>
<td>Clear Image including ordering of small staked signs;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order wristbands</td>
<td>Magda</td>
<td>$ 35.00</td>
<td>4/1/2022</td>
<td>Done</td>
</tr>
<tr>
<td>Distribute postcards and posters to downtown, city, etc.</td>
<td>Magda</td>
<td>$ -</td>
<td>4/1/2022</td>
<td></td>
</tr>
<tr>
<td>Order Porta Potties (include hand washing stations)</td>
<td>Magda</td>
<td></td>
<td>4/1/2022</td>
<td>Expensive - work on minimums</td>
</tr>
<tr>
<td>First Round of Press Releases - DR, VV Reporter, KUIC &amp; calendar</td>
<td>Laura</td>
<td>$ -</td>
<td>4/1/2022</td>
<td></td>
</tr>
<tr>
<td>on websites</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order tables, chairs, etc. from Platinum Services</td>
<td>Brenda/Laura</td>
<td></td>
<td>4/1/2022</td>
<td></td>
</tr>
<tr>
<td>BOE Permit</td>
<td>Magda</td>
<td></td>
<td>4/10/2022</td>
<td></td>
</tr>
<tr>
<td>Get Liquor License (no more than 30 days in advance)</td>
<td>Laura</td>
<td>$ 50.00</td>
<td>4/10/2022</td>
<td></td>
</tr>
<tr>
<td>DR Ads</td>
<td>Laura</td>
<td></td>
<td>Place by 4/15/2022</td>
<td></td>
</tr>
<tr>
<td>Second Round of Press Releases - Patch, DR, VV Reporter</td>
<td>Laura</td>
<td>$ -</td>
<td>4/15/2022</td>
<td></td>
</tr>
<tr>
<td>City Liaison - No Pet signs, additional garbage cans, lawn</td>
<td>Laura</td>
<td>$ -</td>
<td>Comes w/ city</td>
<td></td>
</tr>
<tr>
<td>sprinklers off, folding chairs (how many do they have?) 6 ft tables</td>
<td></td>
<td></td>
<td>trailer; check on</td>
<td></td>
</tr>
<tr>
<td>- follow up in writing/email</td>
<td></td>
<td></td>
<td>4/25/2022</td>
<td></td>
</tr>
<tr>
<td>Place event signs downtown/other</td>
<td>Magda/John</td>
<td>$ -</td>
<td>5/1/2022</td>
<td></td>
</tr>
<tr>
<td><strong>WEEK BEFORE EVENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order ice from Virgil's</td>
<td>Laura</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase water, champagne and OJ for event for sale at BID booth</td>
<td>Laura/Magda</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilet paper for porta potties - ck inventory list - get more if</td>
<td>Magda</td>
<td>$ 10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>necessary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Get glasses and wristbands from storage</td>
<td>Laura</td>
<td>$ -</td>
<td></td>
<td>Done</td>
</tr>
<tr>
<td>Delivery of Porta Potties - lock them up!</td>
<td>Magda</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update sign in back of the Ticket Sale Booth showing price and what</td>
<td>$ 20.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>you get for $</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set up 3 10 x 20 tents day before event - get volunteers</td>
<td>Laura</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pick up trailer &amp; set behind Tiza Art</td>
<td>Mike/Megan?</td>
<td></td>
<td>Thursday 5/5/2022</td>
<td></td>
</tr>
<tr>
<td><strong>DAY OF EVENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set-up - No pets signs placed</td>
<td>Day of Volunteer</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set-up - traffic control before event</td>
<td>Day of Volunteer</td>
<td>$ -</td>
<td></td>
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<tr>
<td>Delivery of Ice from Virgil’s</td>
<td>Laura</td>
<td>$ -</td>
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<tr>
<td>Set-up wine/BID booth - bring out glasses, signage, etc.</td>
<td>Laura/Day of Volunteer</td>
<td>$ -</td>
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</tr>
<tr>
<td>Description</td>
<td>Responsible</td>
<td>Fee</td>
<td>Notes</td>
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<td>----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Layout of event for vendors and copies for booth</td>
<td>Brenda</td>
<td>$</td>
<td>-</td>
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<tr>
<td>Breaking down champagne glass boxes during the day</td>
<td>Day of Volunteer</td>
<td></td>
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<tr>
<td>Set-up - Tents</td>
<td>Day of Volunteer</td>
<td></td>
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<tr>
<td>Set-up - BID booth</td>
<td>Day of Volunteer</td>
<td></td>
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<tr>
<td>Clean-up and breakdown</td>
<td>Day of Volunteer</td>
<td></td>
<td></td>
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<tr>
<td><strong>AFTER EVENT</strong></td>
<td></td>
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<tr>
<td>May Board meeting - recap; income, expenses &amp; profit</td>
<td>All</td>
<td>$</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Pay Board of Equalization</td>
<td>Magda</td>
<td></td>
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