

The "BANQUET COMMITTEE"

1. Set Dinner Date by January 30 each year
2. Secure "Guest Speaker"
3. Prepare & present Chamber year -end Financial Report/Status
4. Dinner menu - & Serving group, (Youth groups from school?)
5. Discuss "Dinner theme" (Dance or No dance, etc.)
6. Prepare Newspaper notice
7. Chamber President prepare introduction list & topic, (it is a Chamber Function)
8. ETC...

The "FLOAT COMMITTEE"

1. INCOME & EXPENSE REPORT
2. EST. COST OF PREPARING FLOAT
3. WORK TO BE DONE LIST
4. FLOAT QUEEN/S selections.
5. COMMUNITY HELP LIST
6. DONATION LETTER
7. START WORK DATE/LIST
8. MATERIAL NEEDED LIST - (COSTS)
9. VEHICLE REPAIRS, MAINTENANCE
10. COMMITTEE MEMBERS LIST - (Phone numbers)
11. INVENTORY LIST OF FLOAT EQUIPMENT, MATERIAL, ETC
12. VOLUNTARY DRIVERS LIST
13. BUSINESS COMMUNITY LIST/ADVERTIZER on TRAILER?
(Sell ad space)
14. ETC.

The "FEST COMMITTEE"

1. Put "things to do" in writing on a LIST
2. PROCEDURES, (people to contact, things that "need" to be done and when)
3. Make an Operational book, (For others to use)
4. INCOME & EXSPENSE (accounting record form- "money in money out")
5. SECURITY, (manpower, hours of need, problem procedures - "who to call")
6. SERVING HELP-SCHEDULE LIST
7. FOOD BOOTH SET UP.
8. PROMOTION COMMITTEE -(Advertisement, entertainment, activity, "new" booths, etc)
9. ETC... (If you think of it "write it down" - in a procedure)

**WORK "TOGETHER" FOR THE GOOD OF
THE COMMUNITY"**