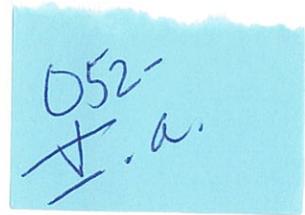


Acton 2020 Events Group (last revised 8/30/10)



Goal

To achieve the greatest possible public turnout in numbers and diversity at an Acton 2020 Committee (Committee) hosted event (event); where all attendees would (1) recommend the event to a friend, and (2) consider attending a future event; and the Town (and its consultant) receives the input needed for the Acton Comprehensive Community (Acton 2020) Plan.

Responsibilities

Coordinating and overseeing each event with the Acton Planning Department (PD) and its consultant, Planners Collaborative (PC), to ensure that the event runs as smoothly possible, PC and the Town have everything they need for the event, and the participants have everything they need during the event.

Tasks for Each Event

(The Events Group may add, remove, or adjust tasks as needed.)

- Work closely with PC in planning and preparing for the event
- Determine location of event venues with PC and PD (remember to check on accessibility for the disabled)
- Work with PD to reserve the event venue
- Work with venue owners re:
 - Opening and closing (how, who, etc.)
 - Rules of the venue (food/drinks, moving furniture, etc.)
 - Clean up expectations
 - Other
- Work with the Community Outreach Group to prepare and distribute event announcements
- Determine with PC and PD equipment, materials, and food/drinks needed for the event
- Work with PD on obtaining event equipment, materials, and food/drinks & coordinating delivery
- Obtain and keep records of donors (including their contact info.) for materials and food/drinks - if necessary
- Work with donors and PD on donation paperwork and Selectmen approval/acceptance
- Work with donors and PD on donation delivery
- Obtain and keep records of volunteers (including their contact info.) for each event
 - Event workers (Facilitators and scribes, greeters, table workers, survey distributors, babysitters, etc.)
 - Transporters (of people and/or equipment, materials, food and drinks)
 - People to post directional signs
 - Set up crews
 - Event picture and/or video takers
 - Clean up crews
 - Other
- In coordination with the Committee, PD, and PC, prepare a brief event evaluation/survey form to distribute to event participants
- In coordination with PC, provide instructions and materials (if necessary) to each volunteer prior to the event
- Oversee volunteers, the set up, and the clean up at the event
- Work with PD to return equipment and materials

- Draft thank you letters/e-mails/articles to all those who participated in the event (event venue owners, donors, volunteers, etc.)
- Work with PD and Community Outreach Group on distributing thank you messages
- Review and summarize the event evaluation/survey responses for the Committee, PD, and PC
- Participate in an event de-briefing meeting with the Committee, PD, and PC to determine the pros and cons of the event and how to improve future events
- In coordination with the Community Outreach Group, publicly report on the event (newspapers, website, cable, etc.)