

Job	Person Responsible	Done
Pre-Event		
Secure place to hold event, assure 100% handicap accessible		
Hotel rooms for all attending		
Camping facility		
Hospitality room		
Smoking area at event outside		
PA system for event and area to set up and announce from		
Assure food and drinks are available at event		
Rest or break area at event		
Signage for overall event		
Assure ample parking for public		
Photographer for entire event		
Set up area to shoot pictures at, background and signage		
Map of area, restaurants, and hotels, and event area		
Contact local Chamber of Commerce for help		
Garbage cans and trash removal service for event		
Set up crew to cleanup after event		
Advertising		
Magazine advertising		
Newsletter advertising		
Web site advertising		
Information to vendors for their advertising		
Local area advertising		
Signage outside at event		
Signage to get to event		
Posters around town prior to event		
Food		
Find a place to have the dinner		
Set up the menu		
Take advance dinner ticket sales		
Take tickets at door		
Speakers for dinners		
PA system for dinner, wireless microphone for forum questions		
Podium for speaker at dinner		
Time allowed for open forum for questions to BOD panel		
Person to run microphone around for questions		
Vendors		
Notifying vendors about event		
Check about need for Sales Tax permit by vendors		

Signing up vendors		
Assigning booth spaces		
Assuring payment for booths		
Showing vendors where booth is		
Table and chairs to booths		
Electric to vendors that need it		
Extra tables or other needs for vendors		
Set up vendor entrance		
Set up vendor parking area		
Person to answer vendor questions		
Person to solve vendor needs or problems, whole event		
Assistance in hauling in and setting up and tear down		
Security		
Secure all entrances for tickets		
Keep projects from walking off in contest area		
Keep projects from walking off in brag table area		
Security around the clock for area		
Contest		
Build table risers		
Set up tables and risers		
Get new table covers		
Set up sign in table		
Line up crew to run sign in table		
People to calculate judge score sheets		
Find judges		
Train judges prior to event		
Answer judges questions during judging		
Get thank you gifts for judges		
Get new table covers		
Place ribbons on projects		
Move projects to photo area		
Hand out ribbons and get pictures		
People to take entries to tables		
Someone to make decisions on class for each entry		
Someone to make decisions on questions about contest		
Secure additional prizes for winners		
Assure right person is taking project from area when over		
Verify no name on project, or business cards		
Keep judges out of contest area		
Block off area for judges during judging		
Make sure public does not handle projects		
Assure photographer gets all required pictures		

Get easels for large projects		
Brag tables		
Set up brag table area		
Assure everyone has room on brag tables		
Table covers for brag tables		
Build risers for the brag tables		
Assist people to brag area and help setup		
Have extra table ready if more space is needed		
Sign In- Tickets		
Have fliers about seminars and event		
Table for handouts from vendors not present		
People to sell entry tickets, seminar, dinner		
Discount for SAW members and keep tally of members		
Door Prizes		
Secure door prizes		
Receive advance door prizes		
Get door prizes to event		
Take door prizes at event		
Set up door prize display and claim area		
Announce door prize winners		
People to watch door prize area		
Hand out prizes to winners		
Set up raffle or silent auction with some items		
Secure item specifically for raffle		
People to run raffle table		
Seminars		
Line up seminar teachers		
Advertise seminars		
Sell advance tickets		
Get all needed equipment for seminars		
PA system for each seminar		
Mark with signs seminar rooms		
Take tickets at door of each seminar		
Post list of all seminars		
Make fliers about seminars		
Arrange payments or gifts for teachers		
Assistance in hauling in and setting up and tear down		
Mini Seminars		
Set up area for mini seminars on show floor		
Get equipment for seminars		
Find teachers for seminars		
Print schedule for mini seminars		
Signage for seminar areas		
Assistance in hauling in and setting up and tear down		

Local Chapters		
Notify all local chapters of event		
Sign up local chapters attending and assign booth space		
Supply local chapters with needed equipment		
Show chapters where there booth is		
Set up guidelines for local chapter booth competition		
Judge local chapter booths		
Hand out award for local chapter booth winner		
If chapters can send booth for someone else to set up		
Assistance in hauling in and setting up and tear down		
SAW Booth		
Have handouts printed		
People to man booth		
Displays for booth		
Merchandise for sale		
Renewal and new members signup and pay		
Signage for booth		
State sales tax permit acquired		
Prepared to answer any questions		
Have a way to solve any problems that arise		
Way for people to donate patterns		
Membership questions, expire date		
Answer questions on forming local chapters		
Answer questions about ACES		
Answer questions about grants and scholarships		
Doing some type of demo to attract people		
TV for ACES video to be played		
Assistance in hauling in and setting up and tear down		
Assure anything promised is done or followed through with		
Note pad to keep track of promises - problems		
Finances		
Keep all income separated by source		
Pay all bills and contracts		
Pay any deposits required		
Pay dinner bill of prepaid members		
Write up accounting of income by source when over		
Responsible for all cash and checks to deposit		
Cash boxes needed for every area taking money		
Verify all contracts and bills		
Set up a budget for the event		
Additional Jobs		
Check on permits or allowance for raffle or fund raising		
Check about inspection fees or any other requirements for the event		

Final Agreement:		
Upon filling in all of the blanks this document will be considered		
a contract between SAW and the hosting group.		
Expo Location: _____		
Dates: _____		
SAW signature		