

Appendix A: Activity Schedule

<i>Time</i>	<i>Event</i>	<i>Location</i>
9:30a	Canopy teachers, staff, and volunteers arrive	Canopy
10:15 - 10:30a	Indie South Fair vendors arrive	Broad 9A
11a	Patrons begin arriving	All
11a	Food truck arrives	Outside
11a - 1p	Kid's Drop-In Jungle Gym Class	Canopy Main Floor
12p	Band arrives	Outside
1p	Band starts playing	Outside
1 - 1:30p	Jungle Gym tear-down and Adult Trapeze set-up	Canopy Main Floor
1:30 - 2:30p	Adult Trapeze Class	Canopy Main Floor
2:30 - 2:45p	Trapeze tear-down and Kid's performance set-up	Canopy Main Floor
2:45 - 3:45p	Kid's Performance	Canopy Main Floor
3:45 - 4p	Kid's Performance tear-down and Adult Acrobatics set-up	Canopy Main Floor
4p	Band leaves	Outside
4p	Food truck leaves	Outside
4 - 5p	Adult Acrobatics Class	Canopy Main Floor
4 - 5p	Adult Pole Class	Canopy Studio B
6p	Bartender arrives	Canopy
6 - 7p	Adult Acrobatics Class	Canopy Main Floor
6 - 7p	Adult Pole Class	Canopy Studio B
7 - 7:30p	Adult Acrobatics tear-down and Canopy Repertory Company Performance set-up	Canopy
7:30p	Broad 9A closes and outdoor festivities end	Broad 9A and Outside
7:30 - 9p	Canopy Repertory Company Performance	Canopy Main Floor
7:30 - 9p	Staff and volunteers clean up	Broad 9A and Outside
9 - 9:45p	Guests mingle with performers	Canopy Main Floor
9:45p	All guests leave	Canopy Main Floor
10p	Bartender leaves	Canopy
9:45 - 10:30p	Staff and volunteers clean and lock up	Canopy

Appendix B: Indie South Fair Contract

Event Vendor Concession Contract

The parties to this contract are Classic City CanopyFest (hereafter "Host") and Indie South Fair (hereafter "Vendor").

Whereas, Host is hosting an Event known as Classic City CanopyFest to occur at Broad 9A Warehouse on 08/13/2016, beginning at 11:00 am, and has the right to license concessions to vend at and during Classic City CanopyFest, and

Whereas, Vendor desires to vend merchandise of their choice at and during said Event, and

Whereas, Vendor has paid Host the sum of \$100/booth, totaling \$500 for a license to vend at and during said Event,

Now, therefore, the parties agree as follows:

1. Vendor shall have access to the location agreed upon by the parties no less than 1 hour before Classic City CanopyFest's commencement for the purpose of setting up Vendor's vending station, goods, and other things necessary and reasonable to vending at the location.
2. Vendor must bring their own merchandise, decorations, and any other needed material to attract the most visitors to their booth.
3. Vendor's vending station must be on the banquet table provided by the host; and shall be clean and orderly; and shall comply with all applicable laws and regulations.
4. Vendor's staff may announce the availability of the goods to be vended only while they are within the confines of the vendor's location.
5. Vendor's staff shall be clothed and groomed in a clean, neat fashion and shall conduct themselves in an orderly fashion.

Appendix C: Kick the Robot Contract

BOOKING AGREEMENT

THIS CONTRACT, entered into on this 5th day of March, 2016, is for the personal services of the Musician(s) for the performance described below. The undersigned coordinator and the undersigned musician(s) agree and contract as follows:

1. NAME OF MUSICIAN(S):

Kick the Robot; Jesse Scarpone, Dylan Hansen, Daniel Remel

2. NUMBER OF MUSICIAN(S):

3

3. NAME AND ADDRESS OF PLACE OF PERFORMANCE

160 Tracy Street Athens, GA 30601

4. DATE(S) OF PERFORMANCE:

August 13, 2016

5. TIME(S) OF PERFORMANCE:

1:00 PM- 4:00 PM

6. WAGE AGREED UPON:

Ø

7. DEPOSIT:

Ø

8. PAYMENT OF BALANCE TO Ø MADE IN U.S. CURRENCY OR CERTIFIED CHECK AT THE END OF PERFORMANCE.

9. ADDITIONAL TERMS:


Kick the Robot may sell merchandise during the event. Kick the Robot may cancel event prior to the 13th of June, 2016. If cancel if done after this agreed upon date, Kick the Robot may be charged a cancellation fee of \$50.00.

10. This contract constitutes a complete and binding agreement between the coordinator and the musician(s). AGENT acts only as agent and assumes no responsibility as between the employer and the musician(s).

11. The persons signing for Coordinator and the Musician(s) agree to be personally, jointly and severally liable for the terms of this contract.

	<u>Jesse Scarbone</u> <u>Daniel Remel</u> <u>Dylan Hansen</u>
for Coordinator	for Musician(s)

Appendix D: Table and Chairs Rental Estimate

 <p>CLASSIC EVENT & PARTY RENTALS</p> <p><small>CP OpCo LLC dba Classic Party Rentals 3141 Ninda Dr SE, Atlanta GA 30339 PH: 404.351.9222 WWW.CLASSICPARTYRENTALS.COM</small></p>	<h3>ESTIMATE</h3> <p style="text-align: right;">Page: 1 of 2</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">CLASS PROJECT</div>	<p>Order 0001716259-1 Date 03-07-2016 Customer 551985 Printed by NERICKSON</p>																										
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<p>CANCELLATION POLICY:</p> <p>Any rental items, excluding special order items, cancelled 72 hours prior to the delivery date are subject to a restocking charge. Special order items (Carpet, Chameleon Chairs, Furniture, and Linens) will be subjected to a restocking charge if cancelled less than 7 days prior to the scheduled delivery date. A 100% restocking fee will apply to any rental equipment (including linens) loaded onto the truck and in transit. No credit will apply to items that are delivered or set up.</p> <p>*Re-Stocking Charges for items:</p> <ul style="list-style-type: none"> - 100% charge if items are loaded on truck and have left the warehouse - 50% charge if items are loaded on truck but have not left the warehouse - 25% charge if items are cancelled 24 hours in advance - No charge if items are cancelled 48 hours in advance 																												
<p>QUOTE POLICY</p> <ul style="list-style-type: none"> • Pricing valid for 30 days from the date your quote was received. • Quotes confirmed and Orders changed or finalized within 14 days of delivery date may be subject to increased pricing. 																												
<p>TERMS AND CONDITIONS</p>																												



ESTIMATE

Page: 2 of 2

CLASS PROJECT

CP OpCo LLC dba Classic Party Rentals
3141 Ninda Dr SE, Atlanta GA 30339
PH: 404.351.9222 | WWW.CLASSICPARTYRENTALS.COM

Order 0001716259-1
Date 03-07-2016
Customer 551985
Printed by NERICKSON

The rental period commences on the "Install" date and ends on the "Pick-up" date shown on the Order. If Client makes greater use of the Rental items than agreed upon, or does not return will-call items by the "Pick-up" date shown on the Order, additional fees will be charged.
Full Terms and Conditions - <https://classicpartyrentals.com/rental-terms-conditions>

Appendix E: National Construction Rentals Quote



3242 Bankhead Hwy
Lithia Springs, GA 30122
770-819-7787

Sales Representative Info: _____

Prepared By: B.W. Ennis

E-mail Address: wennis@rentnational.com

Fax Signed Quote To: 678-945-1260

QUOTATION FOR SERVICES

NOTE: Installation CANNOT be confirmed until signed quote is returned and received.

Region: Atlanta

Date: _____

Company Name: UGA SPORTS MANAGEMENT		E-mail: [REDACTED]@UGA.EDU				
Bid Requested By: [REDACTED]		Other Phone: _____				
Company Phone: [REDACTED]		Fax Number: _____				
Job/Event Name: _____		Site Contact Name: _____				
Job Address: _____		Site Contact Phone: _____				
Cross Street: _____		Other Info: _____				
Job City/State/Zip: ATHENS GA		Existing Account #: _____				
Contract Length	Delivery/Install Date	Removal Date	Payment Terms	** Prevailing Wage?		
SE	T.B.D.	T.B.D.	COD	No		
#	Quantity	UOM	Description	Taxable	Unit Price	Amount
1	1	EACH	PORTABLE RESTROOMS	<input type="checkbox"/>	\$90.00	\$90.00
2		▼		<input type="checkbox"/>		
3		▼	THESE ARE \$70 EACH FOR 2 OR MORE	<input type="checkbox"/>		
4		▼		<input type="checkbox"/>		
5		▼		<input type="checkbox"/>		
6		▼	THIS IS EVENT PRICING FOR A CONSTRUCTION SITE IT IS \$80 (PER 28 DAYS)	<input type="checkbox"/>		
7		▼	THE DELIVERY FEE IS \$25, THERE IS NO PICK UP CHARGE	<input type="checkbox"/>		
8		▼		<input type="checkbox"/>		
9		▼		<input type="checkbox"/>		
10		▼		<input type="checkbox"/>		
11		▼		<input type="checkbox"/>		
12		▼		<input type="checkbox"/>		
13		▼		<input type="checkbox"/>		
14		▼		<input type="checkbox"/>		
15		▼		<input type="checkbox"/>		
Notes:				Subtotal		\$90.00
				Sales Tax (8)		\$0.00
				Total		\$90.00

Appendix F: The Loaded Burger Quote

We received your information from Roaming Hunger! We would love to work with you. We are one of Atlanta's Premier Food Trucks. We specialize in gourmet loaded burgers, unique sides and deserts. Fan Favorites are Mac and Cheese Burger, Georgia Farm Burger, Loaded Garlic and Parmesan Chips, and Hand Crafted Lemonade! We have creative menus that will keep your guests talking for weeks! When you book the loaded burger we come equipped with state of the art sound to play music of your choice to add to your atmosphere.

We are fantastic partners with the community including Emory University, KSU Stadium, SPSU, Morehouse, Life University, a variety of churches, schools, and food festival to name a few.. You might have seen our awesome truck at the Fireworks at 4th of July at Lenox or Music Midtown.

I have included information, *Loaded Burger Events*, where we detail our services if we come to events and your guests are responsible for purchasing their own meals. I have also included a sample menu for you for such occasions. We have a \$800 minimum for events and the difference is covered by organizer.

I have also included full catering menus should you want to reserve us to provide catering for all of the attendees, please pass this along to all that host meetings or have employee appreciation :) We have a 50 person min charge .If you have a budget or special request please let me know. We are more than flexible to work with your taste, budget, and theme!

Please let me know if you are interested in having us there and I will hold your date.

If you have any questions please call or email us at anytime! If you have already booked your truck please keep us mind for the future!

Vanita and Michael Renner

[THE LOADED BURGER](#)

[Atlanta GA](#)

Michael: [770.617.8020](tel:770.617.8020)

Vanita: [678.485.1663](tel:678.485.1663)

[Follow us on twitter!](#)

Appendix G: Fire's Bartending Quote

Total Price
\$275

Pass

Hire



David Fire Feb 12

Thank you for your quote request, my flat rate includes my amazing & charming services, includes extra help ,120lbs. of ice for and my own bar setup if needed. Plus I design a special drink menu to be displayed on my 10 inch tablet on the bar at no extra charge. It's all about creating the right atmosphere!

Nobody does cocktails like me because I create all my own mixes to enhance your event with originality.

Blood Marry
Pure lemonade
Pure lemonade-Rosemarry
Berry infused lemonade
Fresh apple
Candied Apple
Caramelized Apple
Smooth Old Fashion
Tropical Tea
Hawaiian Ginger berry
Smooth Mojito
Pineapple-Orange
Passion fruit,mango-pineapple

All are \$25 gallon and make a round 30 cocktails with your 2 liters of liquor. Except my blood marry mix is \$50 a gallon, which had 35 different ingredients

My goal is to make any event a night to remember by how well I take care of the guest and the very tasty creative cocktails I make.

Thank you for your consideration,







Fire

Appendix H: Logos

CLASSIC CITY CANOPYFEST



Appendix I: Red and Black Ad Quote

The Red & Black						
OPEN RATE.....		\$20.00 per column inch				
NATIONAL RATE.....		\$28.00 per column inch				
UNIVERSITY RATE.....		\$14.00 per column inch				
AD SIZES						
						
10x21	H=10x10.5 V=4.9x21	H=8.3x6.5 V=4.9x10.5	H=6.6x4 V=3.2x8	5= 3.2x5 6= 4.9x3 7=3.2x3 8=3.2x2	V Strip=3.2x21 Triangle=4.9x10.5	
Represented in actual inches						
FREQUENCY DISCOUNT (RATES/WEEK)						
Size	1x (open)	3x (10%)	10x (15%)	20x (20%)	30x (30%)	50x (40%)
1 Full Page	\$2,520	\$2,268	\$2,142	\$2,016	\$1,764	\$1,512
2 Half Page	\$1,260	\$1,134	\$1,071	\$1,008	\$882	\$756
3 Quarter Page	\$630	\$567	\$535	\$504	\$441	\$378
4 Eighth Page	\$320	\$288	\$272	\$256	\$224	\$192
5 Sixteenth Page V	\$200	\$180	\$170	\$160	\$140	\$120
6 Sixteenth Page H	\$180	\$162	\$153	\$144	\$126	\$108
7 Small Square	\$120	\$108	\$102	\$96	\$84	\$72
8 Business Card	\$80	\$72	\$68	\$64	\$56	\$48

Appendix J: Printing Quote for Fliers

		FULL COLOR ALL STOCKS						
		SINGLE SIDED						
		1-49	50-99	100-249	250-499	500-999	1000-1499	1500+
8.5" x 11" & 8.5" x 14"								
* 20# white text / 24# laser text / provided stock / Coug. nat. text / 60# or 70# white / pastels / astrobright text		.45	.40	.35	.33	.25	.23	.20
70# Fiber or 24# Linen text								
60# Parchment text / 80# gloss text		.60	.50	.45	.43	.33	.28	.25
110# Index or 65# pastel cover / 65# Cougar cover								
80# Cougar white / natural or 65# Astrobright cover		.65	.55	.50	.47	.36	.33	.30
100# Cougar white / natural								
100# gloss cover / 12pt Kromekote		.70	.60	.55	.53	.43	.38	.35
Deluxe covers Fiber / Linen / Parchment / Crest								
100# White / Natural Linen cover / 130# Cougar Cover		.73	.63	.58	.56	.46	.41	.38
11" x 17"								
* 20# white text / 24# laser text / provided stock / 60# and 70# white / colors text / Cougar nat. text		.90	.80	.67	.60	.48	.43	.40
70# Fiber text								
24# Linen text / 80# gloss text		1.10	1.00	.88	.80	.65	.55	.53
Index white / pastels cover								
80# Cougar white cover / natural cover								
80# gloss cover		1.15	1.05	.92	.85	.80	.70	.67
80# Fiber cover / 80# Royal Linen cover								
12" x 18"								
80# Silk/matte finish cover		2.00	1.75	1.50	1.25	1.00	1.00	1.00
80# Gloss cover								
13" x 19"								
80# Gloss cover		2.25	1.90	1.75	1.50	1.10	1.10	1.10

Appendix K: Facebook Initiative and Promotion Schedule

Description

4 weeks out

3 weeks out

2 weeks out

1 week out

Day-of

Facebook post content:

Welcome to Classic City CanopyFest, an aerial arts festival hosted at a local non-profit Canopy Studio in Athens. Our goal is to raise \$5,000 for Canopy. We would love to invite Athenians of all ages: students, parents, children to come out and experience aerial arts for themselves! There will be live music from Kick the Robot, a food truck, open bar at night, kids and adult trapeze classes, and two performances to see how the professionals do it! Tickets are \$15 for kids and students, \$25 for adults. So buy yours today at aerialarts.weebly.com! Come hang out with us at #CanopyFest 2016!

Alright guys, ONE MONTH OUT! Who is hyped for #CanopyFest? Not sure what aerial arts really is? Check out what you could be doing at Classic City CanopyFest 2016! Buy your tickets today at aerialarts.weebly.com and reserve your spot!

3 WEEKS LEFT until #CanopyFest! Experience the thrills of aerial arts, it is a great time for people of all ages! We would love for you to come hang out with us at #CanopyFest!

COLLEGE STUDENTS! #CanopyFest is TWO weeks out! Buy your tickets today and reserve your spot in one of our acro or pole classes, not to mention the professional performance at night with an open bar. Go to aerialarts.weebly.com to purchase tickets for a student discount. Guys, this could be you:

Alright everyone, we are just ONE week out from #CanopyFest! You can purchase tickets online at aerialarts.weebly.com! Invite your friends, enjoy delicious food and drinks, experience aerial arts first hand, and watch a performance from the professionals. Most importantly, we want you to come HANG with us at #CanopyFest!

The day has come! #CanopyFest has officially kicked off! Don't forget to post, tweet, or gram your favorite parts of the day and use the official event hashtag, #CanopyFest! Hope you can come hang with us today!

Appendix L: CanopyFest Website

CLASSIC CITY CANOPYFEST

Classic City CanopyFest is a community-based fundraising event targeting the pre-professional and the family. On Saturday August 20th, we will be hosting all day events to benefit the Canopy Studio. Live music, food, vendors, classes, and a night performance will be offered to the community. Please look through the website pages for more information regarding the events. To help or donate to the event, please enter your email at the bottom of this page.

[BUY TICKETS](#)

LOCATION

Canopy Studio
160-6 Tracy Street
Athens, GA 30601

Canopy is a 501c3 non-profit dedicated to enriching the culture of our community and the lives of individuals through flying dance trapeze, movement education and performance arts. Canopy is a

CLASSES AND ACTIVITES

Saturday holds many things to do and see! From live music to physical activities, entertainment will not be a disappointment! Classic City CanopyFest offers something for the whole family!

OUTSIDE ACTIVITIES

Kick the Robot, a local rock band from Dacula, GA will be playing outside of Canopy during the hours of 1pm-4pm. There will also be a food truck from 11am-4pm.

WAREHOUSE ACTIVITIES

The fun doesn't stop at Canopy! The warehouse will also offer entertainment for your family! Vendors, stations, and raffles will open at 11AM. The warehouse will also offer tables to sit and enjoy food purchased from the food truck.

CLASSES


Canopy will be offering a variety of introductory classes during the day. Children tickets include both kids classes and student and general admission tickets include two classes of their choosing. Tickets will be stamped at the beginning of each class. Each class will have a 15 minute introduction and 45 minutes of active time. Children can attend a trapeze and acrobat class. Adults have the option of attending trapeze, acrobat, or pole classes. The schedule is as follows:

- Main Floor
- Kids Trapeze

Appendix M: T-Shirt Quote

[Sport Event Management](#) X [Appendix - Google Docs](#) X [Get an Instant Price Quote](#) X

[www.customink.com/quotes](#)


TALK TO A REAL PERSON
800-293-4232

Your All-Inclusive Price

~~\$20.55 each | \$2,055.00 total~~
\$5.46 each | \$546.00 total
 You saved \$1,509.00 (73%) with the Volume Discount.

What's Included:

- ✓ 100 Gildan Ultra Cotton T-shirt in White
- ✓ Screen Printing with 0 Color Front, 1 Color Back
- ✓ FREE 2-week delivery to Athens, Georgia (30606)
- ✓ Professional Design Review
- ✓ All Printing and Artwork Set-up
- ✓ Money-Back Guarantee

Email yourself this quote

- For 1-week Rush Delivery, add 10%.
- For 3-day Super Rush Delivery, add 25%.
- Personalized names and numbers can be added at a cost of \$4.50 per name and \$2.50 per number.
- Plus sizes (XXL and larger) cost a bit more than standard sizes. Use the Design Lab to calculate an exact quote if you plan on ordering plus size items.

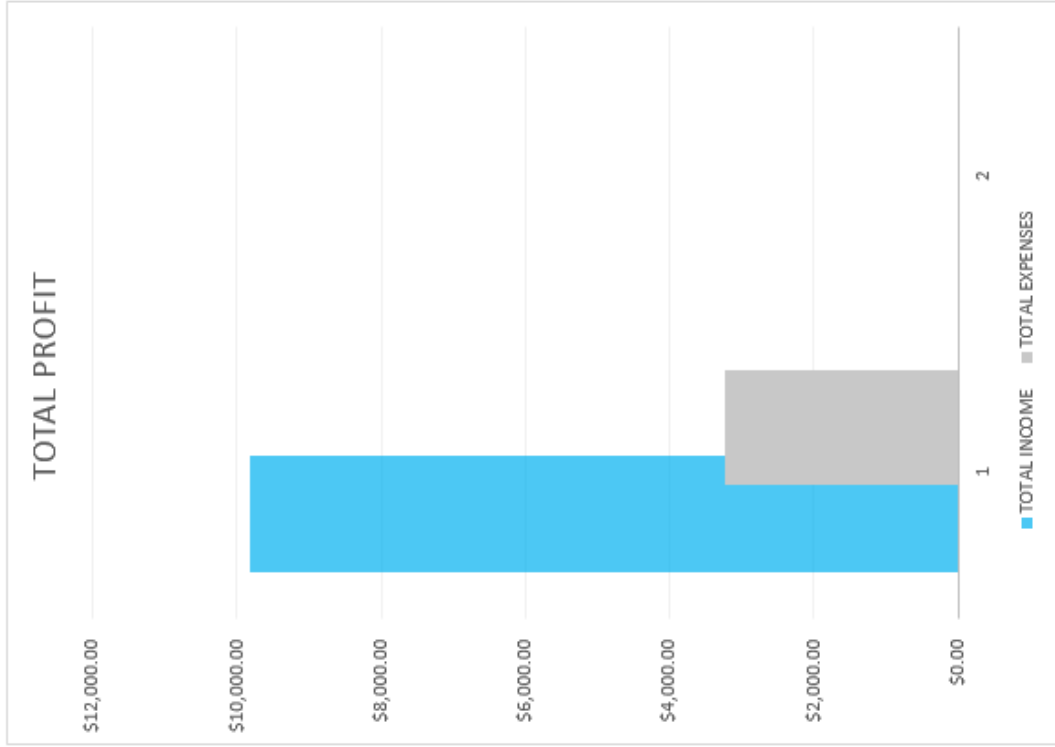
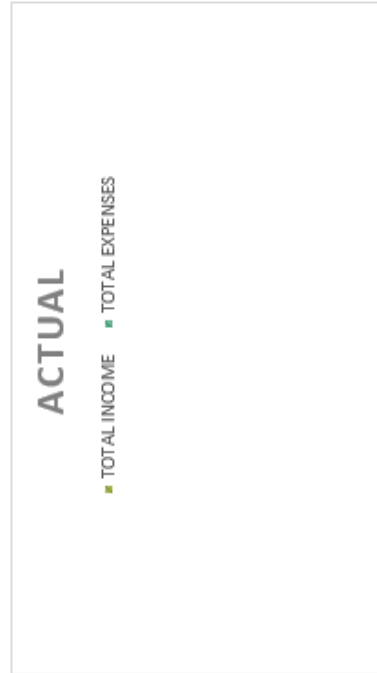
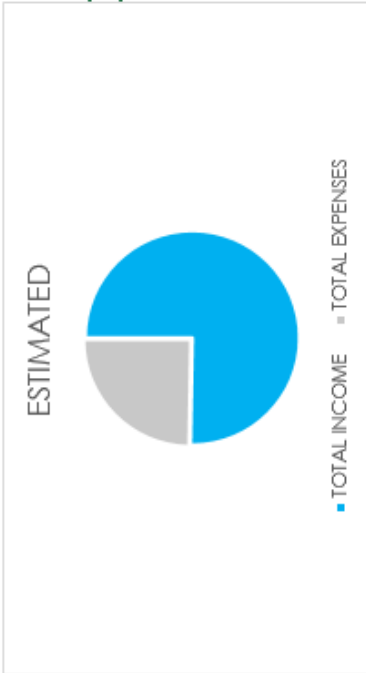
11:05 PM
 3/31/2016

Appendix N: Budget Summary

Event Budget for Classic City CanopyFest

Profit - Loss Summary

	Estimated	Actual
TOTAL INCOME	\$9,825.00	\$0.00
TOTAL EXPENSES	\$3,227.65	\$0.00
TOTAL PROFIT	\$6,597.35	\$0.00



Appendix O: Budget - Expenses

Event Budget for Classic City CanopyFest

Expenses

TOTAL EXPENSES	
Estimated	Actual
\$3,227.65	\$0.00

Refreshments	Estimated	Actual
Food Truck	\$200.00	
Bartender	\$275.00	
Total	\$475.00	\$0.00

Miscellaneous	Estimated	Actual
T-Shirts	\$546.00	
Event General Liability Insurance	\$238.99	
Contingency	\$150.00	
Total	\$934.99	\$0.00

Site	Estimated	Actual
Warehouse Rental	\$500.00	
Portable Restrooms	\$165.00	
Tables and Chairs	\$628.73	
Total	\$1,293.73	\$0.00

Publicity	Estimated	Actual
Flyers	\$39.75	
Color Tickets	\$14.18	
Red and Black Ad	\$320.00	
Total	\$373.93	\$0.00

Program	Estimated	Actual
Class Instructors	\$150.00	
Total	\$150.00	\$0.00

Appendix P: Budget - Detailed Expenses

Event Budget for Classic City CanopyFest

Detailed Expenses

Site	Cost/hr	Hours	Total
Warehouse Rental	\$50.00	10	\$500.00

Site	Flat Delivery Fee	Quantity	Cost/unit	Total
Portable Restrooms	\$25.00	2	\$70	\$165.00

Publicity	Cost/250	Quantity (250)	Total
Flyers	\$39.75	1	\$39.75

Publicity	Cost/250	Quantity (250)	Total
Color Tickets	\$28.36	0.5	\$14.18

Miscellaneous	Cost/100	Quantity (100)	Total
T-Shirts	\$546.00	1	\$546.00

Program	Cost/hr	Hours	Total
Class Instructors	\$15.00	10	\$150.00

Appendix Q: Budget – Income

Event Budget for Classic City CanopyFest

		TOTAL INCOME			Estimated	Actual	Actual
Income							
Admissions							
Estimated	Actual	Type	Price	Estimated Total	Actual Total	Actual Total	\$0.00
134		Class @	\$15.00	\$2,010.00	\$2,010.00	\$0.00	
108		Kid Perf. - Adult @	\$15.00	\$1,620.00	\$1,620.00	\$0.00	
72		Kid Perf. - Kid/Student @	\$10.00	\$720.00	\$720.00	\$0.00	
135		Night Perf. - Adult @	\$15.00	\$2,025.00	\$2,025.00	\$0.00	
45		Night Perf. - Kid/Student @	\$10.00	\$450.00	\$450.00	\$0.00	
Total				\$6,825.00	\$6,825.00	\$0.00	
Exhibitors/Vendors							
Estimated	Actual	Type	Price	Estimated Total	Actual Total	Actual Total	\$0.00
5		Large booths @	\$100	\$500.00	\$500.00	\$0.00	
Total				\$500.00	\$500.00	\$0.00	
Sale of items							
Estimated	Actual	Type	Price	Estimated Total	Actual Total	Actual Total	\$0.00
100		T-Shirts @	\$25	\$2,500.00	\$2,500.00	\$0.00	
Total				\$2,500.00	\$2,500.00	\$0.00	
Misc.							
Estimated	Actual	Type	Price	Estimated Total	Actual Total	Actual Total	\$0.00
10		Donations @	\$20	\$200.00	\$200.00	\$0.00	
Total				\$200.00	\$200.00	\$0.00	

Appendix R: Cash Handling Policy

Classic City CanopyFest

Cash Handling Policy

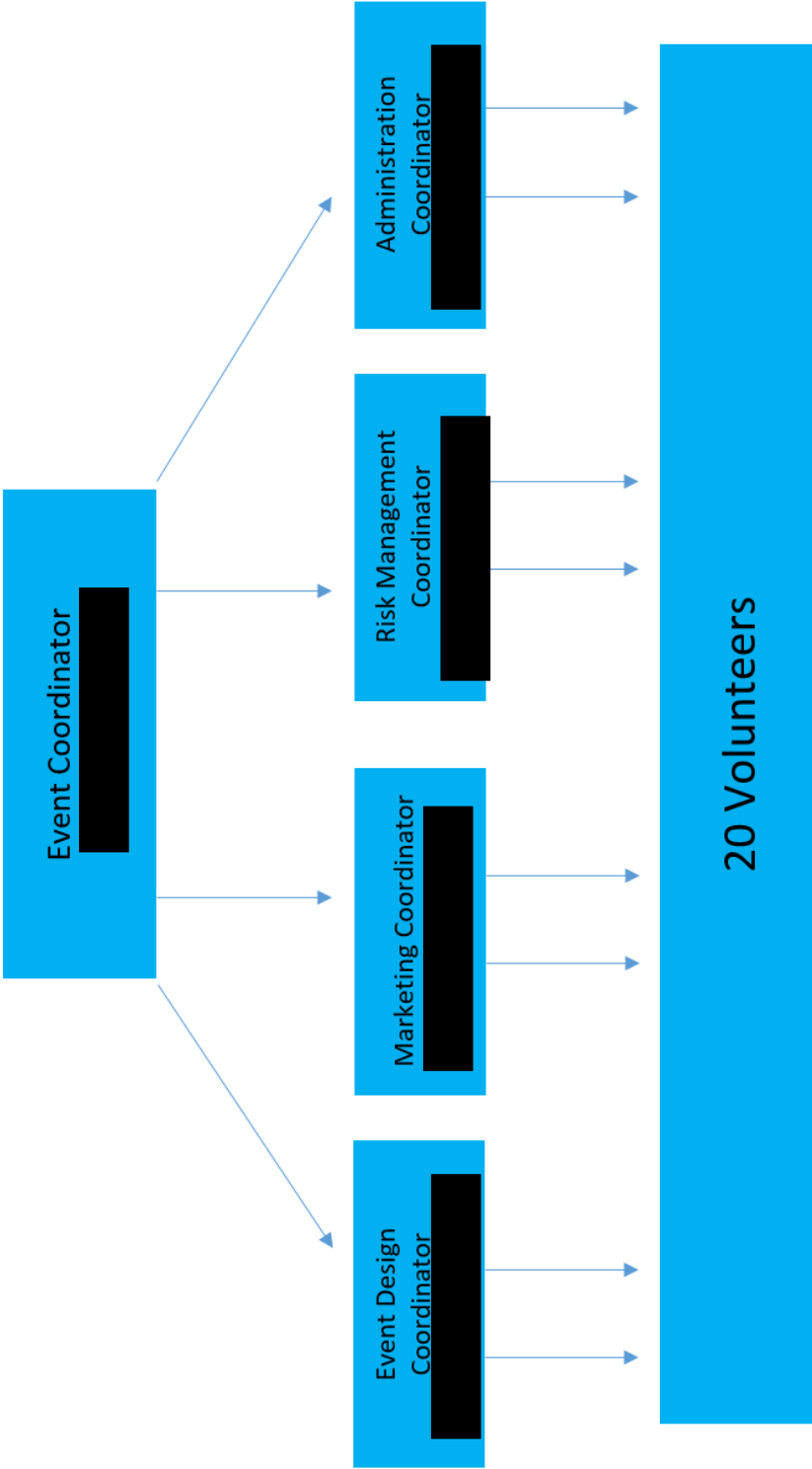
Purpose: To ensure control and safekeeping of cash assets.

- Two people must be present at all times for cash handling activities. One must be a Senior Event Coordinator.
- A temporary change fund in an amount sufficient for all cash activity will be assigned to the Coordinator. As guardian of the change fund, the Coordinator is responsible for returning it in full at the conclusion of the event. A record of the amount of the change fund will be kept and stored in an alternate location.
- The change fund and all collected cash will be kept in a secure lockbox. The key will be given to the Coordinator.
- One person will collect the cash and the other will place it in the lockbox. The ticket given to patrons will serve as their receipt.
- At the end of the cash collection period, the Coordinator will fill out a cash count sheet which documents:
 - Names of people collecting cash
 - Date/time cash was received by Coordinator
 - Date/time cash collection was finished
 - Cash breakdown - coins, bills, checks
 - Two signature lines for people collecting cash
- After the cash count sheet is completed, all collected cash will be placed in a tamper proof plastic bank deposit bag by both people.
- Two Senior Event Coordinators will be responsible for filling out a bank deposit slip and transporting the bag to the bank immediately following the conclusion of the event.

Policy written: March 23, 2016

Policy updated: March 23, 2016

Appendix S: Chain of Command Flow Chart



Appendix T: Roles and Responsibilities

<i>Title & Name</i>	<i>Roles & Responsibilities</i>
<i>Administration Coordinator</i> [REDACTED]	budget creation and management cash management and record keeping facilitating communication staffing and volunteer coordination information management and distribution project management
<i>Design Coordinator</i> [REDACTED]	setting event goals and objectives format selection and schedule outline entertainment selection choosing layout and decor procuring catering and special services contacting vendors and arranging contracts
<i>Marketing Coordinator</i> [REDACTED]	setting marketing goals outlining the marketing plan event promotion arranging advertisements ordering materials and merchandise maintaining event website
<i>Operations Coordinator</i> [REDACTED]	organizing registration and ticketing setting admittance controls outlining communication site management creating event operations manual task sequencing
<i>Risk Coordinator</i> [REDACTED]	ensuring compliance creating code of conduct procuring necessary permits and waivers purchasing insurance outlining emergency procedures assessing possible risks