

North Suburban Home Improvement Show Committee Responsibilities

Budget/Finance/Anoka Area Chamber Liaison – Anoka Darin

Honorariums, if applicable

- Receivables & Payables

Marketing/Advertising – Anoka Laura

- Billboards
- Newspapers
- Andover Cinema – Cindy/Laura
- Radio
 - BOB FM –

Promotional Items – Andover Brenda

- Pre-Show Giveaway – With Show Flyer/Postcard/Ad
- Show Giveaway
- Bags – 500 left from 2012 Show
- Tool Pens

ACBC Food Shelf Donation Boxes – Andover – Andrew Boxes/ACC Facility/Cub Scout Pack 609

- Andover Cub Scout Pack 609 to assist in collecting and delivering food to food shelf.

Balloons/Decorations & Landscaping Day of Show – Coon Rapids

Cenaiko Contact/Contract – Coon Rapids

Consumer Mailing Piece – ACC Facility/Anoka Laura

Demonstrations/Classes/Seminars – None for 2013– Each booth do their own Coon Rapids, Cheryl to contact Master Gardner. Cindy Contacted Andover Forestry.

Door Prizes -

- Exhibitor Prizes – Anoka, Laura
- Consumer Prizes – TBD
- Announcing Winners/Choosing – TBD

Facebook – Andover Andrew

Mints – Coon Rapids

Name Badges

- Lanyards – Andover, Brenda – done for 2013 we have enough
- Badges – Coon Rapids
 - Exhibitor
 - Volunteer
 - Staff

Outdoor Signage Day of Show – ACC Facility/Anoka, Laura

Pastries Morning of Show – Anoka Laura

Schedule City Booth Employees - All

Schedule Electrical Inspector Booth Employee(s) - All

Shirts for Committee Members – Andover Andrew

Show Floor Plan Layout – Coon Rapids

- Assignments
- Directory/Map to Handout to Customers TBD

Surveys – Anoka Laura/ACC Facility (to Tally)

- Exhibitor
- Customer

Tablecloths –Coon Rapids has them from 2013 show

- Press and clean fabric cloths
- Tan and Black tablecloths

Walkie Talkies – At ACC Facility

Website – Coon Rapids

www.NorthSuburbanHomeShow.org

Andover Community Center Facility

ACBC Food Shelf Donation - Cub Scouts to Do

Anoka County Sheriff Department – Coordinate Parking Enforcement

**Concessions Tab for Committee Members – TBD Subway moving into facility
November 2012**

Consumer Mailing List (Need Postcard or Flyer)

Contact

- **Sr Center – Angie/Brenda**
- **City Hall – Angie/Brenda**
- **Andover Elementary (shuttle parking) – Cindy**
- **YMCA - Cindy**

Exhibitor Mailing List – Maintain, Send out Registrations & Confirmations

Kids Workshop – Lowes would like to help sponsor for 2013 show

- **Boy Scout Assistance**
- **Construction Hats**
- **Internal Signage – Facility to Hang/Display**
- **Order/Facilitate with Home Depot**

Registration/Confirmation – Exhibitors – Cindy

- **Financials – Deposit Checks - Anoka**

Shirts – Community Center Staff - Erick

Shuttle Bus

- **Coordinate with Kottke's**
- **Signage for Overflow Parking & Bus**

Sign Permit for Fence - Cindy/Andrew

Revised 10/15/12