* ***Car, Truck & Bike Show***
  1. Design Flyer
  2. Print Flyers
  3. Handout Flyers – 1 month lead
  4. Design Online Graphics
  5. Deploy Online Graphics – 1 month lead
  6. Design car Cards
  7. Print car cards – 1 week lead
  8. Design & print voting ballots
  9. Determine traffic and parking
  10. Mark parking spots – 1-3 day lead
  11. Set up registration booth – Day of
  12. Place signage – Day of
  13. Solicit donations – 2-3 month lead
  14. Make & pack goodie bags
  15. Get Trophies
      1. Label trophies
  16. Make required signs
* ***Music***
  1. Book Bands – 3 month lead
  2. Get Stage layouts
  3. Get promo info from bands
  4. Add to general flyers and graphics
* ***Kids Activities***
  1. Design Flyer
  2. Print Flyers
* ***Food Trucks and Drinks***
  1. Design Flyer
* ***Community Service Tables***
  1. Design Flyer
* ***Raffle***
  1. Design Flyer
* ***Vendor Tables***
  1. Design Flyer
* ***Tent and Chairs***
  1. Design Flyer
* ***Raffle***
  1. Design Flyer
* ***Power***
  1. Design Flyer
* ***Sound***
  1. Design Flyer
* ***Communication***
  1. Design Flyer
* ***Inside***
  1. Design Flyer
* ***Security***
  1. Design Flyer
* ***Setup***
  1. Design Flyer
* ***Takedown/Cleanup***
  1. Design Flyer
* ***Medical Services***
  1. Design Flyer
* ***Sponsor Solicitation***
  1. Design Flyer

***STAFFING***

1. Traffic (4-6)
2. Announcements (1)
3. Festival tent (2-4)
4. Trash/recycle (2-4)
5. Games (6)?
6. Inside
   1. Watch/Direct/Info (2-4)
7. Setup (6-8)
8. Takedown (6-8)
9. Recognizable/Theme shirts? Lanyards from Matt Smith
10. Donation Solicitors (4)
11. Medical (2-4)
12. Security (4)
    1. Front AND Back?
    2. John Blickle /Gary/Bill/Friends?
    3. Contact Racine PD to “Be around”

***General Supplies***

1. Signage
   1. Event banner
   2. Sponsor banners
   3. Member Yard signs
   4. Parking Directions
   5. ? No alcohol beyond this point
   6. Restrooms
   7. Grounds maps
   8. General direction signage
      1. Show car parking
      2. Main parking
      3. Festival entrance
      4. ? destination signs
   9. Sign holders/easels
2. Hi-Viz vests for all traffic people
3. Caution Tape & sticks
4. Hazard Tape for ped crossings
5. Radios & batteries
6. Backup Generator(s)
7. ZIp ties
8. Duct tape
9. Garbage bags