* ***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