



Town of Bowling Green – Events Coordinator (Contractor)
Monthly Report/Project Update
For December 2017

Prepared By: Jo-Elsa Jordan

Date: 12/29/17

Additional and/or Support Materials Attached: Yes

No X

Monthly Activities:

Bowling Green Christmas Parade of Lights: 12/16/17, 5:00 p.m.

Coordinate with landlord for access to 114 N. Main Street.

Provide, deliver and decorate Christmas tree for photos with Santa.

Coordinate with Branch Manager at Union Bank & Trust and Public Works for use, pick-up and return of stanchion ropes as needed for “Photos With Santa Food Drive.”

Coordinate Public Works Dept. for lattice work and stanchion ropes to be delivered and set up at 114 N. Main Street for the Caroline County Student Winter Art Show

Coordinate with CHS Art Department for access as needed for art installation.

Coordinate with photographer.

Create sign-in sheet for children’s photos with Santa.

Coordinate with Tingle Insurance to print one (1) free photo with Santa with an insurance quote.

Recruit and assign volunteers as needed for registration/check-in, line-up on Maury, releasing entries onto Main and food drive.

Recruit judges and gather bios for event Emcee.

Collect, print and organize event Emcee notes for parade entries.

Update Excel spreadsheet with parade entries.

Print color coded judges’ forms.

Gather supplies as needed (i.e. clip boards, radios, Sharpies, pens, tape, etc.)

Coordinate with BG Police Chief for operations plan in conjunction with the Caroline County Sheriff’s Office.

Coordinate volunteers with privately owned dump trucks/trailers for positive safety barriers at Chase, Milford,

Courthouse and Oakridge.

Facebook promotion

Coordinate pick-up and delivery of trophies for awards ceremony.

Coordinate with volunteer to provide trailer for judges’ table

Assist in decorating judges’ table.

Coordinate with Public Works for tables, chairs and podium.

Announce winners at Roma’s.

Collect food from food drive.

Coordinate with photographer to create online link and individual emails to provide access to Santa photos.

Coordinate with the Caroline Progress to print parade winners.

Misc.

Contact members of the EDA with notification of December meeting cancellation.

Facebook posts

Participate in webinar on "Changing Public Perception Through Social Media"

Weekly staff meetings on Monday's (1:00 p.m.)

Town Council meeting on 12/07/17

Staff report

Update 2018 Harvest Festival vendor application to be available to the public by January 2018.

Event Coordinator spent \$102.40 from personal account on Facebook boosted posts for Bowling

Green events in 2017 *See below.

Heads Up Items:

Determine 2018 event calendar.

Coordinate meeting with Mayor and Town Manager to determine event budgets for FY18.

To clean and organize storage room at Town Hall for event items.

