

TULIP AMBASSADOR EVENT CHECKLIST

TASK	ASSIGNED	DEADLINE	COMPLETED
Sign Cascade Mall Contract	Cindy	November	
Confirm Children's Museum part.	Cindy	November	
Meet with Sponsor to Secure Giveaways	Cindy	December	
Materials for schools <ul style="list-style-type: none"> • Call school district offices to confirm delivery method (use checklist) • Determine number of classrooms needing copies (call individual schools per district instruction) • Get originals and make needed Copies • Process copies for individual schools and sort by district 	Volunteer Bev Volunteer Bev Volunteer Joan Volunteer Joan	December December December December	
Revise Invites/Proof	Cindy/David	December/January	
Revise Programs/Proof	Cindy/David	December/January	
Contact Oasys for Program copying	David	December	
Order Ambassador Badges/Pick up	Betsy	December	
Contact Governor's office for visit date	Cindy	December	
Deliver program info to schools (see school checklist)	David/Betsy	January	
Request/pick up jewelry from Warren Jewelers	Cindy/Betsy	January	
Check with district offices to make sure info is disseminated (see checklist)	Betsy	January	
Verify Children's Museum is on-board	Cindy	January	
Verify Cascade Mall Info	Cindy	January	
Schedule Classroom visits around Skagit County <ul style="list-style-type: none"> • Giveaways in hand and counted • Contact Amb. Schools as needed • Visit Classrooms 	Cindy Betsy/Volunteer Cindy Cindy/David	January January January January	
Contact 2012 Amb. To verify appearance schedule	Cindy/Betsy	January	
Schedule/Confirm Volunteers <ul style="list-style-type: none"> • Judges (BOD members) • MC • Helpers 	Board Rep Sponsor Sponsor/Betsy	January January January	
Publicity <ul style="list-style-type: none"> • Press Release (2) • Sponsor locations • Website/Facebook • Schedule Post Event Radio Appearance 	Cindy/David David David/Cindy David	January/February January January/February January	
Schedule Balloon Decor	Cindy	January	
Book with florist for making bouquets	Board Rep	January	
Process Applications <ul style="list-style-type: none"> • Certificates • Paper • Names/Schools/Proof Programs <ul style="list-style-type: none"> • Input Names/Proof Names Letters to Students/Parents Invitations to Event	Betsy Cindy/David Betsy/Cindy Betsy/Cindy Betsy/Cindy	January/February January/February January/February January/February January/February	
Mail Invitations	David/Betsy/Vols	January	
Confirm sponsor participants	Cindy/David	January	
Prepare questions for event <ul style="list-style-type: none"> • Decide on questions • Copy, cut and put in container 	Board Rep/Cindy Volunteer	January January	
Identify and confirm photographer	David	January	

TASK	ASSIGNED	DEADLINE	COMPLETED
Confirm <ul style="list-style-type: none"> • News media @ event • Event set-up • Volunteers/judges • Sponsor • MC 	Cindy David Board Rep/Betsy Cindy Cindy	February February February February February	
Refreshments @ Children's Museum	Betsy	February	
Pick-up Flowers/Bouquets	Board Rep	3 days before/day of event	
Decorate stage <ul style="list-style-type: none"> • Get décor from storage • Transport to site • ID Water source 	Betsy/Volunteers	Day of Event	
Pick up programs	Betsy	Day before event	
Day-of must haves <ul style="list-style-type: none"> • Programs • New Ambassador Information Sheets • Giveaways • Certificates • Calculators/pens/staplers • Judging sheets/blanks • Jewelry • Ambassador Badges • Special giveaway for winners • Check-in sheet 	Betsy	Day of Event	
On-site by 3:30 pm	TF Staff/MC/ Check-in Personnel		
On-site by 4:30 pm	Judges/Sponsor Vols/Other Vols		

TIMELINE/TASKS

DECEMBER

- Meet with sponsor to secure mc/giveaways (done) – Kati Collins, MV Branch Manager, will be MC. Other SC branches have ordered giveaways. Branch managers will notify when materials arrive.
- Prepare materials for delivery to schools, superintendents, and principals
- Sign contract with Cascade Mall (done)
- Initiate revisions on Invitations/programs from SV Publishing
- Contact Oasys for program copying (done)
- Contact Children's Museum to confirm participation
- Contact Governor's office for visit date (Still to be done; new governor)
- Order badges for Ambassadors from Mr Ts (done Cami to pick up)

JANUARY

- Deliver ambassador information to schools (to be completed week of Jan. 2)
- Ask Warren Jewelry for pieces for Ambassadors (Cami to pick up)
- Follow up with SW and Anacortes District Offices to make sure information is disseminated to schools
- Check in with SC Children's Museum participation – Cate Anderson is director (week of Jan 21) (Cindy)
- Contact 20121 Ambassadors to schedule appearance days during week of Jan 213 (week of Jan 2) (Cindy)
- Request tulips and daffodils from WA Bulb (week of Jan 14) (Cindy)
- Proof invitations and program covers (week of Jan 2)
- Confirm with Cascade Mall contract and contacts (week of Jan 2)
- Identify needed volunteers and get commitments (week of Jan 14) (Cindy & Nancy Durell)
- Schedule appearances at schools week of Jan 213 – have giveaways ready for appearances – both from Key Bank and TF brochures.
Copy additional applications if needed. (Jan 14-25)
- Contact ambassadors' schools to make sure we get appearances there (week of Jan 14) (Cindy)

- Confirm with Oasys they will copy programs (week of Jan 14) (Cindy)
- Get notices out to Skagit County Key Bank branches and applications to branches
- Issue press release about ambassador candidate applications to news media (done) (David & Cami)
- Put ambassador candidate application notice on website (week of Jan 9) (David & Cami)
- Meet with Key Bank managers (or contact via email) to confirm employee participation and night-of-event details (week of Jan 146) (Cindy)
- Mail invitations to TF sponsors and other VIPs (week of Jan 146) (staff and volunteers)
- Get fancy certificate paper (week of Jan 1614) (Betsy)
- Determine 5 questions to put in a bowl for candidates to answer (week of Jan 16) – Make copies and put in bowl (Cami)
- Identify balloon décor and confirm with vendor (by Jan 2018) (Cindy)
- Visit classrooms Jan 16-25 (Cindy with David as needed)
- Process applications as they come in – candidates get letter with further instructions and invitations to event – put names in program file, make certificates for each candidate. (Cami)
- Identify Judges from Board members – Tina Pullar, Kristin Garcia, and Jeannette DeGoede have all indicated interest. (complete by Jan 24) (Nancy)
- Meet with Key Bank MC about program (week of Jan 14) (Cindy)
- Book with florist making bouquets for ambassadors (week of Jan 30) (Nancy)
- Issue press release on ambassador event (week of Jan 30) (Cindy)
- Schedule radio interviews with 2013 ambassadors?

FEBRUARY

- Call SV Herald to confirm news media attendance (Cindy)
- Confirm set-up with Cascade Mall
- Identify and confirm person to take pictures of candidates for evening (Nancy)
- Get cookies and juice for refreshments (Betsy)
- Get stage decorations from storage (Betsy)
- Confirm volunteers and judges (Cindy)
- Get program (on Feb 5) (Cami or Betsy)
- Decorate and set up stage Feb 7 (Nancy, Cami and Betsy)
- Afternoon of Feb 7 have giveaways on-site, certificates, etc. (Nancy, Cami and Betsy)
- Confirm with Key Bank attendance of Key Bank personnel (Cindy)
- All volunteers and personnel should be on-site by 3:30 pm.
- Tulip Festival to get ambassadors t-shirts and jackets. (Betsy)