

Final List/Description of “Lights of the Northwoods” Committees

Administration and Finance Committee

- Provide leadership and communication to each of the committees
- Provide minutes of each meeting to members within 48 hours of the meeting
- Maintain/update Lights of Northwoods Timeline
- Prepare annual budget
- Manage the books and prepare monthly financial statement
- Track financial donations and prepare thank you notes/tax info for donors
- Complete event package w/city and obtain permits for early lights setup and to run Dec event
- Process purchasing requests and update insurance annually
- Process nightly cash donations during event and report amounts to board for splits w/partners
- Complete annual reporting to State/IRS and schedule audits as required

Infrastructure Committee

- Meet with City of Rhinelander and secure transportation/safety plan
- Develop annual lights and display expansion goals and site plans for their implementation
- Set up electrical grid for lights in Hodag Park
- Put up and take down of lights and displays (including scheduling of bucket trucks)
- Maintain lights/displays/supporting equipment before/during/after event
- Manage storage of lights/displays/equipment
- Order new lights, displays, and supporting equipment
- Conduct safety briefing for all workers prior to each work event
- Implement transportation plan at event including intersection signing/road closures
- Coordinate management and placement of family displays

Marketing/Publicity/Solicitation Committee

Prepare marketing plan for 2019 event

Web site management and maintenance

Work w/Infrastructure committee to blend budget narratives into donor/sponsor letters and presentations

Prepare and send out donor request letters and develop/implement follow-up plan

Schedule and conduct presentations for potential donor and group sponsors

Act as liaison with govt/civic groups/businesses/press/churches/general public/etc.

Conduct news releases/briefings as needed to promote event and thank donors/public

Promote "Lights of Northwoods" per marketing plan and as opportunities arise

Work with community to identify/implement new activities (ie, shuttle rides, family displays) for event

Work w/Infrastructure committee to secure donor sponsored displays

Set up and publish annual "Lights of the Northwoods" book; deliver to each sponsor prior to event

Order sponsorship signage and indicate how to display them in the park

Grant writing and preparation of associated applications

Volunteers/Event Management Committee

Coordinate membership drive at beginning of each calendar year

Work with Infrastructure committee to develop volunteer plan to recruit necessary skills for event

Maintain list of individual volunteers for work on various lights projects

Secure list of 6-12 Volunteer Groups to be responsible for running each day of Christmas Event

Schedule supporting activities (ie. Choirs, Santa Claus, fire pit, etc.) for event and set-up pavilion

Prepare and maintain list of duties/work assignments for workers at Christmas Event

Provide food/beverages/porta potties for workers at set up, take down, and during 6-day event

Prepare work schedule and manage 6-day event (including traffic control volunteers)

Coordinate delivery/pickup of nightly food donations

Maintain/obtain necessary equip/supplies to run event (ie. vests, flashlights, salt, first aid kits, radios)

Conduct safety briefing for all volunteer at beginning of each day's event