

Air Fair Committee Responsibilities: Draft

(Prepared by Norm Nichols and Carol Meagher)

Cause (profits): The children of Truckee/Tahoe

In general, committee members accept a position on this list attend 90% of scheduled meetings, promote the event, recruit volunteers to assist in coordination and accept a chair or coordinator position. Chairs handle needed thank you notes, contact list and other administrative areas of their position.

Directors

- I. **Committee Chair.** Plans regular meetings. Updates and communicates with committee members. Ensures committee decisions are voted on and decisions are followed. Address any committee issues or needs. Air Fair Chair and Logistics Chair report to Chair on planning and issues.
- II. **Vice Chair.** Oversees and assists Treasurer with general budget. Sponsor, Program and marketing chair report to Vice Chair on planning and issues. Vice Chair assist Chair if needed and runs meetings in Chairs absence.
- III. **Treasurer.** Prepares a budget in excel. Collects receipts from Chairs to create actuals. Works with airport on expenses and with Sponsor Chair on income. Sets up cash stations and protocol for event. Ensures banking needs (accounts, deposits, payments). Reports on budget performance at committee meetings
- IV. **Secretary.** Prepares minutes from meetings and sends out to all committee members. Keeps records.

Chairs and Coordinators. Chairs can form small committee to help with the duties needed. Chairs attend Meetings and report on their areas.

- V. **Air Programming Chair:** Anything related to Air traffic and show (could be airport personnel).
 - a. Static Displays
 - b. Motion Displays
 - c. Military
 - i. Government agencies:
 - ii. National Guard
 - iii. Med Evac
 - iv. Police/Sherriff, SAR
 - v. Fire Districts
 - vi. Town of Truckee
 - vii. Cal Fire
 - viii. Hot Air Balloon Display
 - ix. Civil Air Patrol
 - x. Private Jet Displays (fly in?)
 - xi. FAA Applications, etc. (Airport).
- VI. **Entertainment and Program Chair**
 - i. Music: Local school groups- choir/bands
 - ii. Contests and Games
 - iii. Family/children activities (bounce house, face painting, science, bubbles, kites etc.)
- b. **Volunteer Coordinator**

- i. Makes volunteer schedule
- ii. Assigns positions
- iii. Works with other coordinators and chairs for their volunteer needs.
- iv. Collects all contact information and writes thank you notes.

c. Open & Closing Ceremonies Coordinator

- i. Finds Announcers
- ii. Creates announcing schedule and text
- iii. Creates opening and closing events.

VII. Logistics Chair: Works with the airport to make and implement a plan for the following areas. Operations Coordinator works with the Logistics Chair.

- i. Area Layout & map
 - 1. Parking coordination
 - 2. First Aid Station/Cool down tent
 - 3. Public Service info booth area
 - 4. Define, air, vendors, sponsors, program areas etc.
- ii. Rentals and set up
 - 1. Tables, chairs, tents, sound system, stages
 - 2. Ticket stations and wrist bands

a. Operations Coordinator

- i. Garbage set up/pick up (dumpsters and trash cans)
- ii. Security duty/schedule
- iii. Directional signs at event
- iv. First Aid Station
- v. Announcer and announcer schedule and text.
- vi. Event schedule
- vii. Parking, traffic control, cordon off entrances, Tow truck on call, etc.
- viii. Evaluate Bus and Taxi service needs

IV Food & Beverage Chair

- b. Organize vendors
- c. Ensure permits and other needed paperwork are in place for food, insurance and alcohol (if we have alcohol).
- d. Make sure there are a variety and enough food and beverage

V Marketing Chair: provides direction for all marketing coordinators are able to complete their duties. Writes thank you notes to marketing donors and to marketing helpers. Records marketing contacts. Sends thank you to Papers (sunshine).

a. Print Coordinator

- i. Poster, brochures, banners etc. completed and printed
- ii. Coordinates with graphic designer
- iii. Distribution of posters around the area. Make distribution list.
- iv. On Sight signage for "air show today" etc.

b. Advertising Coordinator

- i. Newspaper articles and magazine articles created and distributes
- ii. Magazines such as Via, Sunset, etc.
- iii. Airplane related magazines (free)

- iv. Creates a timeline with submission deadlines
- v. TV and Radio spots”
 - 1. CATV....Charter Media and Suddenlink
 - 2. TV: Reno KOLO, Sacramento KCRA, So. Tahoe Channel 14, etc.
 - 3. Radio: 101.5 Truckee Tahoe, 101.7 Reno, KTHO, AM 580, etc.

c. Online Advertising Coordinator

- i. Website, Facebook, twitter postings
- ii. Adds on websites for Tahoe Reno Sac.
- iii. Air show websites....Northern & Central California (southern? Northern Nevada, national (???)
- iv. Event calendars submissions to: newspapers, summer guides, etc. in Reno, Tahoe, Sacramento and San Francisco/Bay Area, Local newspapers/publications, chambers.

d. Sponsor Chair

Works with committee to make consolidates list of sponsors and create packet. Writes thank you notes to donors.

- i. Creates giving levels and perks with committee.
- ii. Creates list of sponsors with committee
- iii. Mails sponsor packet and logs results
- iv. Coordinates committee to ask their contacts.
- v. Aims to raise amount needed.

Other Items

- Friday Night Welcome Party (for sponsors, participants, volunteers)
- New Airport Building Tours
- Raffle
- Balloon/airplane/glider rides???????????
- Hanger Dance (adults) (Optimist)
- T-shirt and other merchandise.
- Vendor fee etc.