

CATHY

- *Ask shop owners in USPS/Ace Hardware complex to post flyer/posters at the following locations*
 - *Treehouse, Fancy Nails, Ace, Biggby Coffee, etc.*
 - *City Hall*
 - *Historic Depot*
 - *Polly's Country Market*
- *Hand off docent recruitment calls to Jan B. (Need at least 2 per home on the day of the event.)*

CONNIE

- Update the event committee's secret web page as needed.
<http://chelseahistory.org/home-tour-committee>
- Print tickets as needed. Ticket holders for the tours only will bring their tickets the day of the event and exchange them for a hand stamp.
- Print and oversee distribution of brochures and signage (coordinate with Kate).
- Create nametags for all docents for the Nov. 28th and Dec. 3rd events.
- Coordinate outreach to local media.
- Open the Museum the week leading up to the event for silent auction item viewing and bidding.
- Manage the Open House for homeowners and docents at the Museum on November 28th at 6:00 pm.
- Coordinate/gather information on who will be coming to the Nov. 28th meeting.
- Purchase footies for the event.
- Purchase or borrow hand stamp and ink for the day of the event.
- Fill out info sheets for Silent Auction: Rug, Hutch, your artwork.
- Photograph some Silent Auction items for advertising.
- FOR DAY OF THE EVENT, please supply the following:
 - A cash bank / box
 - Printed tickets for on-site sales
 - Hand stamps and ink
 - Contact list for paid participants
 - Two tents will be loaned to us by the Chamber of Commerce

JENNIFER

- Work with Kate, Susan and Cathy on decorations and homeowner liaison process.
- Ask the following businesses to post our poster/flyer (pick these up from Connie)
 - Attic Boutique
 - Jet's Pizza
 - Ale House
 - Chelsea Village Flowers

JAN BERNATH

- Phone all potential and confirmed volunteers and docents to reconfirm participation, including where and when they will work.
- Send Connie list of names and contact info (phone, cell phone, email) for all docents, with updated information on where/when they will participate.

JAN STARR

- Continue to be the liaison to the Doyle Valley Percherons owners.
- Work with Jane and Jill on silent auction.
- Ask Catered Coffee to post our poster/flyer (pick up from Connie)

JANE

- Work with Jan S. to catalog and creating sign up sheets for each item.
- Work with Jan S. to co-manage the drawing process, announcing winners, collect funds, and deliver items.

JEANENE

- Manage and schedule volunteer docents as needed. (Coordinate with Connie and Jan B.)

JILL

- Try to paint the Rock at Pierce Park on the day of the event.
- Coordinate with Jane and Jan on the Silent Auction.
- Ask shops in Family Farm & Home complex to post our poster/flyer

KATE

- Send out thank you letters to homeowners after the event.
- Work with Jen, Susan and Cathy on decorations and homeowner liaison process.
- Yard signs will be put up in front of each venue home morning of the event.

SUSAN

- Update new homeowners' grid for distribution to committee members.
- Work with Kate and Jen on decorations and homeowner liaison process.
- Ask the following businesses to post our poster/flyer (pick these up from Connie)
 - Potting Shed on Main
 - Original Potting Shed on Middle
 - Mike's Deli

10.27.16 CAHS HOLIDAY HOMES TOUR COMMITTEE ASSIGNMENTS