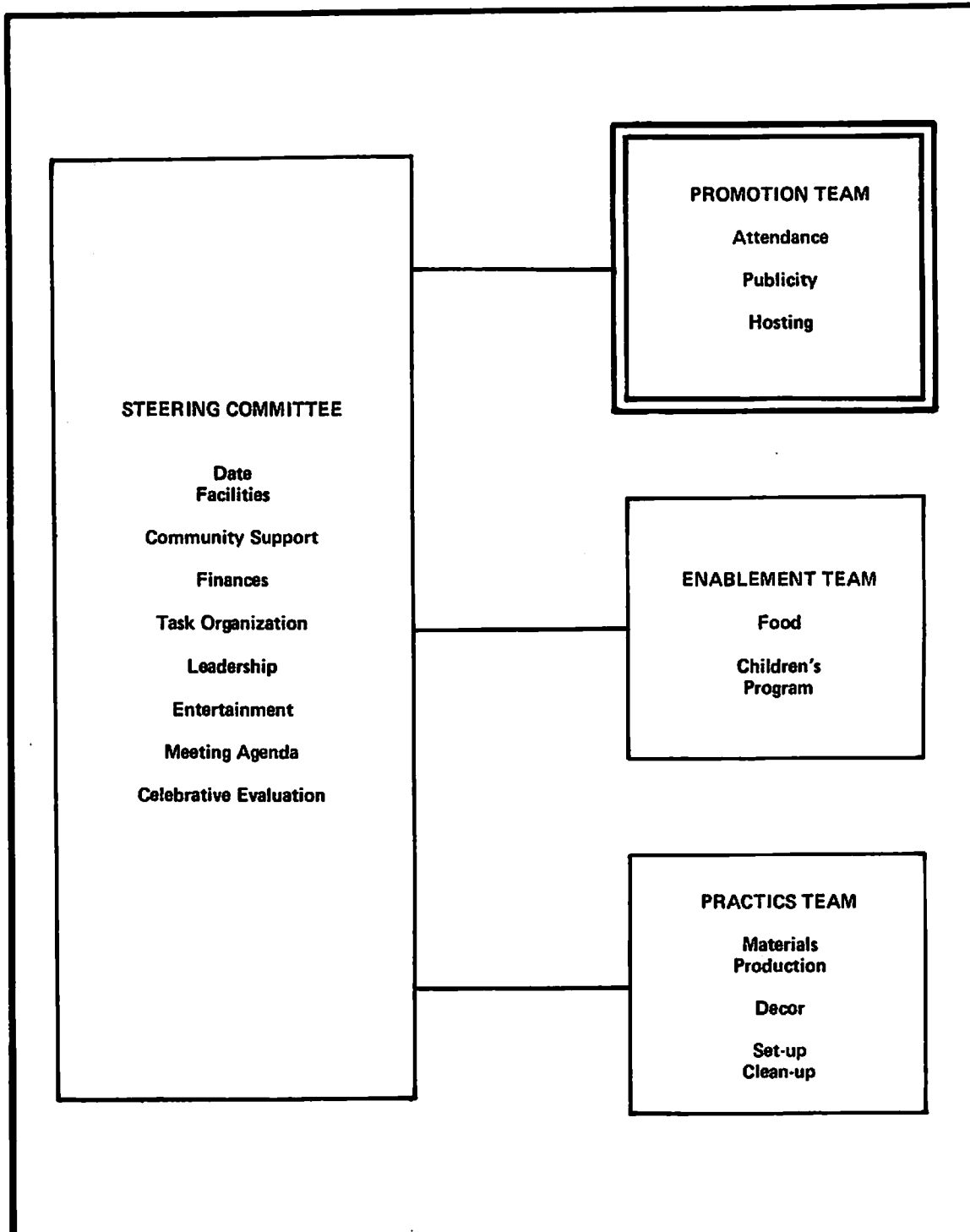


Promotion Guide



TOWN MEETING '76 is a program of community involvement developed by The Institute of Cultural Affairs, a world service organization. The ICA conducts training, demonstration and research programs concerned with the human factor in world development. The **TOWN MEETING '76** format has been tested and refined in 47 diverse community settings.

The ICA is a not-for-profit corporation with tax exempt status registered in the State of Illinois.

The ICA has 101 offices around the world, 47 of which are located in the United States. Area centers are located in Bombay, Brussels, Chicago, Hong Kong, Nairobi, and Singapore.

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PURPOSE

PROMOTION TEAM

The purpose of the Promotion Team is to invite the broadest possible participation from the community. This team publicizes the Town Meeting and gets the people there. Although this team is comprised of only a few individuals, basically every organization needs to be involved in promoting the Town Meeting, beginning eight weeks in advance.

Task 1: COMMUNITY SUPPORT

The function of recruitment is to ensure that at least 200 people, representing all segments, networks, and dynamics of the community, attend the Town Meeting.

PRE-REGISTRATION	Keep track of incoming registrations from clubs and neighborhood callers, chart anticipated attendance.
ATTENDANCE GOALS	Request an attendance commitment from each co-sponsor and coordinate their efforts.
NEIGHBORHOOD VISITATION	Assign geographical areas for personal contacts.
TRANSPORTATION	Provide special transportation as needed.

Task 2: PUBLICITY

The purpose of publicizing is to inform and excite all groups and individuals in the community about the upcoming Town Meeting.

MEDIA COVERAGE	Request coverage in local newspapers and magazines and on radio and TV.
PROMOTIONAL MATERIALS	Design and produce a leaflet to be distributed in person or by mail.
PUBLICITY CHANNELS	Build the local momentum which will get the people there, by using local channels such as church announcements, public bulletin boards, bill boards, school poster contests, etc.

Task 3: HOSTING

The purpose of hosting is to make the Town Meeting the kind of significant local happening that shows real care for your community.

SPECIAL INVITATIONS	Invite dignitaries such as the mayor, councilmen, state and national representatives.
WELCOME GREETING	Welcome people at the door and usher children to their Town Meeting location.
REGISTRATION	Procure and number the name tags, set up and man an attractive registration table, hand out the workbooks, songbooks, and name tags. Direct dignitaries and reporters to a separate table.

ATTENDANCE SUGGESTIONS

You have probably organized many meetings before and invited people to attend; however, in the Town Meeting, special attention to securing participation representative of various community elements has been found a helpful aspect to the dynamics of the day.

Here are some arenas and methods of operation which have proved helpful elsewhere.

PUBLICITY

1. Choose materials appropriate to your community.
2. Co-ordinate plans with those responsible for publicity.
3. Print invitations for public officials and other dignitaries.

CONTACTING COMMUNITY GROUPS

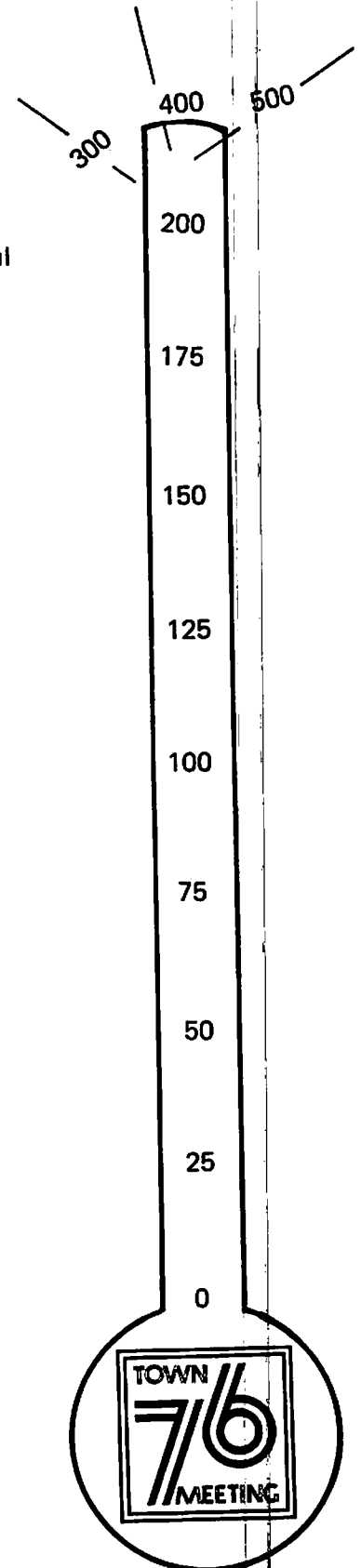
1. List and systematically contact community organizations.
2. Send letter to such organizations using "Town Meeting" letterhead.
3. Suggest that high schools give credit for student participation in planning and work of the day.
4. Allow concession fees for students and Senior Citizens.
5. Suggest quotas for number of delegates from organizations.
6. On a large wall chart, list groups and assigned contact person. (Also, useful when checking and reporting progress on attendance.)

INSURING COMMUNITY-WIDE SUPPORT

1. Follow up all contacts by telephone.
2. Report dignitaries' acceptances to host committee.
3. Invite all groups providing funds or services.
4. Encourage helpers to bring their friends.

SOME PRACTICAL AIDS

1. Set attendance goals for each week.
2. Keep up-to-date record of registrations on attendance 'thermometer.'
3. Keep record of children expected (including ages).
4. Collect pre-paid registrations when possible.
5. Use sound truck to remind people the day before and the morning of the Town Meeting.
6. Keep registration open until 1 p.m. on Town Meeting Day.



COMMUNITY ORGANIZATION ROSTER

	GROUP	Group Membership Total	Attendance Quota		Registration Returned
			Projection	Commitment	
SERVICE CLUBS					
FRATERNAL ORGANIZATION					
CULTURAL ASSOCIATION					
RELIGIOUS INSTITUTIONS					
ETHNIC GROUPS					
AGE GROUPS					
STUDENT BODIES					
PROFESSIONAL ASSOCIATIONS					
BUSINESS ASSOCIATIONS					
LABOR ORGANIZATIONS					
NEIGHBORHOOD ORGANIZATIONS					
POLITICAL ORGANIZATIONS					

PUBLICITY CAMPAIGN PLAN

This plan is intended to spark local creativity. It is suggestive of how to approach Public Relations rather than a definitive plan.

TIME LINE

Media \ Countdown	7	6	5	4	3	2	1	TM '76	+1
Local Daily/Weekly	X			X	X	X	X	0	X
Metro Newspapers	X			X	X	X	X	0	X
Radio					X	X	X	0	
Television						X	X	0	
Bill Boards				X	X	X	X	X	
"50 Ways" Events		X	X	X	X	X	X	X	

SUGGESTIONS FOR WEEKLY P.R. EVENTS

Week	Media	Event	Message
7	Newspapers	First Steering Committee Meeting	TM '76 Date set Coordinators Chosen National story, sponsors list
6	Varied	Select at least one "50 ways" Event	Create awareness for TM, Gain establishment support
5	Varied	Select at least one "50 ways" Event	Create awareness for TM, gain broad support
4	Newspapers Billboards Varied	Steering Committee Meeting Announce TM '75 date/location Select at least one "50 ways" event	Photo-cross section—all types of people involved/specifics Invite public to TM '76 Create awareness, seek registrations
3	Newspapers Radio Billboards Varied	Mayor's Proclamation, open invitation Same as week 4 Same as week 4	Stamp of affirmation, community excitement Same as week 4 Same as week 4
2	Newspapers Radio Television Billboards Varied	Sponsors involved, child care, attractions Live interviews of Steering Committee--commenting on workbook Same as week 4 Same as week 4	Locally sponsored event remove blocks Create excitement, TM is for everyone Same as week 4 Same as week 4
1	Same as week 2		
TM '76	All Media	Town Meeting '76 live coverage Interviews	Capture the Happening-- Excitement
+1	Newspapers	Town Meeting '76 results-- Proposals, song, symbol, story	Hope and Determination

50 WAYS

50 WAYS TO MAKE YOUR PUBLICITY FUN

1. Have group march in parade dressed in red, white and blue or other costumes carrying banner and distributing flyers.
2. Pass out flyers and materials at major shopping center or malls.
3. Put posters in all businesses and major community nodes.
4. Have flyers at grocery store and check-out counter or drop in shopping bags.
5. Have news article in trade journals, chamber newsletter, etc. announcing Town Meeting (Use Bicentennial State Publications.)
6. Involve student government from high schools and colleges (also Distributive Education Clubs.)
7. Do telephone blitz (by elders or anyone with time!).
8. Do a sequence of news releases.
9. Set up booth in shopping mall, parking lot, or community node.
10. Town Meeting Billboard (Try to secure in-kind advertising from advertiser).
11. Secure in-kind display windows using imaginal Town Meeting decor at movie theaters, transportation center, and on public transportation.
12. Have brochures and flyers at community information centers.
13. Have sponsors make speaking engagements to all community groups.
14. Public service announcements (radio, TV, and newspaper.)
15. Send popular TV newscaster a Town Meeting symbol, corsage, button, etc.
16. Have singing groups, skits, and mini-parades in shopping malls.
17. Town Crier, P.A. system through streets, or ride a horse through town.
18. Half-time entertainment at sports events (high school games).
19. Ask merchants to support town meeting through money or supplies and acknowledge in back of final document.
20. Red, white, and blue ribbons on trees of streets leading to Town Meeting.
21. Have all churches ring bell one-half hour before Town Meeting.
22. Get all planning meetings of sponsoring committees publicized.
23. Have large banner flying downtown or in community node.
24. Door-to-door flyers.
25. Have fire engine, old car, etc. drive through town with Town Meeting poster.
26. Have a poster contest in a school.
27. Get McDonald's to put Town Meeting flyer in carry-out bags.
28. Get small businesses to close day of Town Meeting.
29. Letters to editors of local paper.
30. Have cartoons about Town Meeting in newspaper.
31. Place a huge Town Meeting thermometer over bank and have preregistration.
32. Ask business people to assign one person from store to attend Town Meeting.
33. Have a declared Town Meeting day.
34. Have public transportation provided day of Town Meeting.
35. Send a formal invitation to all groupings in community, e.g., elders home.
36. In-kind food from McDonalds or other chains and put ad in newspaper.
37. Elevator cocktail parties in high rise apartment.
38. Window displays in major department stores, manned or unmanned.
39. Present mayor or other public officials with Town Meeting button, etc., and put in local newspaper.
40. Map to Town Meeting.
41. Display symbol at library or community center and make Town Meeting documents available as follow-up publicity.
42. Send in article to local newspaper after Town Meeting if media not there.
43. Have historical or school art department work on decor.
44. Have mini-Town Meeting.
45. Passout stickers and button, etc.,
46. Announcement in church bulletins.
47. Involve many people in the tasks.
48. Have local banks, utility and telephone compagies stuff Town Meeting announcement in statement.
49. Have churches announce Town Meeting in Bulletins/Newsletter.
50. Announce Town Meeting on local theatre marques or on "running light" business signs.

THE PRESS

NEWSPeOPLE AT TOWN MEETINGS

1. Set up separate press registration. Name tags should bear the paper or radio or TV station they represent. This way you know to whom you are speaking.
2. The press does not pay registration fees. They are special guests.
3. If possible, have a good compilation of materials on hand: brochures, newsletters, releases, an ICA statement of purpose brochure and, if possible, transcriptions of remarks to be made by prominent persons.
4. If you could prepare what is known as a "press kit" containing the above-mentioned items, that would be helpful.

A FEW WORDS ON NEWS RELEASES

1. For larger circulation papers, a news release is generally a formality. It gives an editor a way to know something is taking place and decide whether or not to assign a reporter to cover it. For Town Meeting releases that would (1) indicate it was worthy of sending a reporter and (2) provide helpful information to be printed before hand and (3) delineate any special events taking place before the meeting, like a "Town Meeting Day" proclamation, give it a news peg.
2. News releases should be in standard form. Hand delivery to the editor is generally better than mailing. Remember that every editor receives a deluge of releases daily.
3. Remember to triple space in good dark typewriting. Don't use the backs of pages. Give a phone number where someone prepared to answer questions about the meeting can be reached easily.
4. If there are several occasions prior to a given meeting where a press release would be appropriate, by all means send them in. In smaller towns, probably a phone call to the editor would do, though he might ask you to write something up and bring it in. By all means do so.
5. If you do not have a news release form, use the stationery of the sponsoring group. It would be good to have a paper with "NEWS FROM TOWN MEETING '76" printed across the top. If not, letterhead paper will do.
6. The same release for newspapers also should go to the news departments of radio and TV stations.

NEWS RELEASES

This is a sample initial press release to local media.

FOR RELEASE TUESDAY MORNING AUGUST 19, 1975

Representatives from the American Legion, Knights of Columbus, United Way, Mercy Hospital, Hamilton Branch of Miami University, Hamilton School System, YWCA, Butler County Community Action Commission, Hamilton Garden Club and the Hamilton Revolution Bicentennial Committee met Monday evening to discuss the format for TOWN MEETING '76 in Hamilton.

TOWN MEETING '76 is a day set aside for grassroots citizen participation from all segments of the community to discuss the concerns and challenges facing our country today and to create practical proposals to deal with them.

The TOWN MEETING '76 has been tentatively set for Saturday, November 8th. According to a spokesman for the sponsoring groups, it is one of 5000 town meetings planned as part of the national celebration of our nation's first 200 years.

(To local radio station and newspaper to tell what happened at the first Sponsor's meeting.)

PRESS RELEASES

This is an example of a news release to local radio and television stations and newspapers to tell what happened at the first Sponsor's meeting.

Butler County Bicentennial Commission



September 22, 1975

PRESS RELEASE

From: Butler County Bicentennial Commission
Nancy A. Kirgan, President

The Board of Trustees of the Butler County Bicentennial Commission at their September meeting voted unanimously to endorse Town Meeting '76, a one-day community forum in which the citizens of Hamilton will gather to discuss issues and challenges of the community and the nation.

The town meeting will be held on Saturday, November 8, 1975, from 9:00 A.M. to 4:30 P.M., Rentschler Library, Hamilton Campus, Miami University.

Town Meeting '76 is officially recognized by the American Revolution Bicentennial Administration as part of the National Bicentennial program of Horizons, active citizen involvement in local planning and decision-making. Town Meeting '76 is grass roots democracy at work.

The Butler County Bicentennial Commission urges representatives from the townships, villages and cities to attend in the hope of initiating a town meeting in their locality.


ARBA DATA

Town Meeting '76 has received official recognition nationally by ARBA, which authorizes the use of the ARBA logo. *The Official Graphics Standards Manual* should be referred to in designing any material using the ARBA logo. If the Bicentennial Committee or library does not have a copy, send to:

American Revolution Bicentennial Administration
736 Jackson Place N.W.
Washington, D.C. 20276


Check with your local Post Office on the availability of Box 1775 or 1776 for use as your official mailing address. This address may be used on any material such as stationery, flyers, and pre-registration forms that are designed and printed locally.

SAMPLE STATIONERY



**TOWN
7/6
MEETING**

CHEVIOT-WESTWOOD TOWN MEETING
POST OFFICE BOX 1776
WESTWOOD BRANCH
CINCINNATI, OHIO 45211



AMERICAN REVOLUTION BICENTENNIAL
1776-1976
RECOGNIZED BY
AMERICAN REVOLUTION
BICENTENNIAL
ADMINISTRATION

CHEVIOT-WESTWOOD KIWANIS
REUPERT MEETING
CHEVIOT-WESTWOOD BUSINESS ASSOCIATION
WOODALL GRAPHIC ARTS
CHEVIOT DEMOCRATIC CLUB
HAGEN INSURANCE
CHEVIOT REPUBLICAN CLUB
WESTWOOD-CIVIC ASSOCIATION
CHEVIOT FIRE DEPARTMENT
CHEVIOT POLICE DEPARTMENT
CANTZLER ELECTRONICS
A-R-S CHEVIOT COMMISSION
ST. JAMES EPISCOPAL CHURCH
CHEVIOT POLICE ASSOCIATION
CHEVIOT FIREMEN'S ASSOCIATION, INC.
JAN-ET'S GROOMING CENTER
SONTAG CLEANERS INC.
VAN MAN "GEORGE PALM"
WALZ BUSINESS EQUIPMENT
CAPITAL DETECTION, INC.
MARGIE OF HADLERS
ST. CATHERINE HOLY NAME SOCIETY
WENDY'S OLD FASHIONED HAMBURGERS
J.C. HOCKETT CO. - JEWELERS
CHEVIOT CIVIC ASSOCIATION
AMERICAN OFFICE MACHINES & SUPPLIES
FLOWER GARDEN
BEHNE'S GULF STATION
TRINNES PHARMACY
LI-TOTE-M OF CHEVIOT
FERGUSON GAS & WASH
ELITE STYLING STUDIO



Ralston


"Wherever public spirit prevails, liberty is secure."
Noah Webster, 1764

**TOWN
76
MEETING**

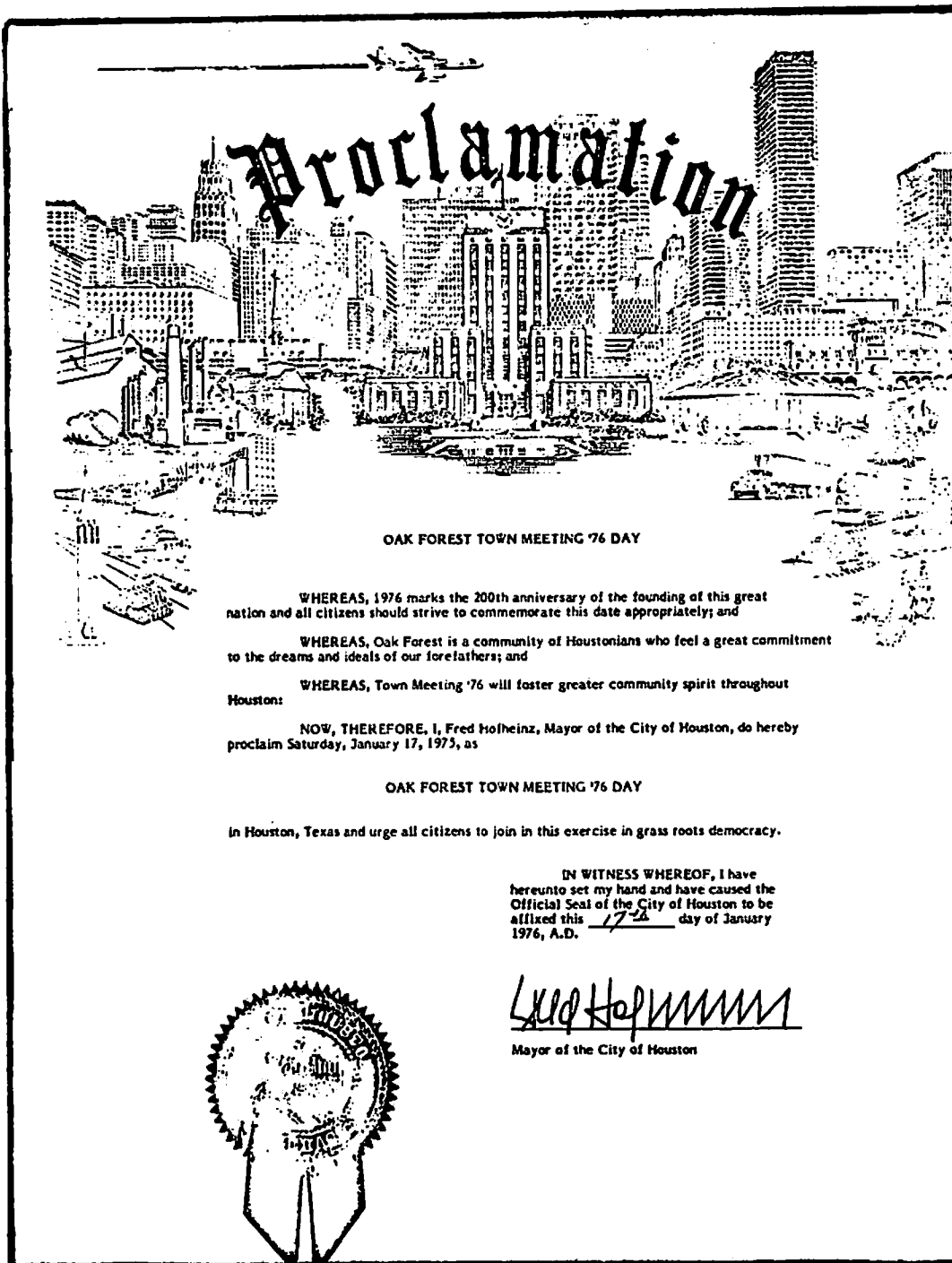


AMERICAN REVOLUTION BICENTENNIAL
1776-1976
RECOGNIZED BY
AMERICAN REVOLUTION
BICENTENNIAL
ADMINISTRATION

Saturday, September 6, 1975
9 a.m.—5 p.m.
Ralston High School, 90th & Park Drive
the entire day's activities include
★ lunch and entertainment ★ Free child care available
Sponsored by the City of Ralston and local Civic, Business, Fraternal, and Service Organizations



SAMPLE PROCLAMATION



SAMPLE BROCHURE

Pages A-16 and A-17 show a sample of a three fold brochure. The original is printed in red and blue on a coated white stock.

Brochure is folded with these two pages exposed.



Scottsdale, Arizona

As the 1976 American Bicentennial Anniversary approaches, this community will participate in an historic TOWN MEETING '76, day of planning and celebration, that will reflect on our country's heritage and how it relates to our community and our future today.

TIME: Saturday, October 11, 1975 at 9:00 a.m.
PLACE: Scottsdale Community College
COST: Free - \$1.00 donation for lunch

Registrations should be mailed to:
Scottsdale Community Town Meeting
c/o Scottsdale Chamber of Commerce
P.O. Box 129
Scottsdale, Arizona 85252

NAME _____
ADDRESS _____
CITY/STATE _____
ZIP CODE _____
PHONE _____
NUMBER OF PARTICIPANTS _____

"The future of our cities is neither something which will just happen nor something which will be imposed upon us by an inevitable destiny. That future will be shaped to an important degree by choices we make now."

Report of the
National Advisory Commission
on Civil Disorders - 1968

**YOU'RE
INVITED TO**

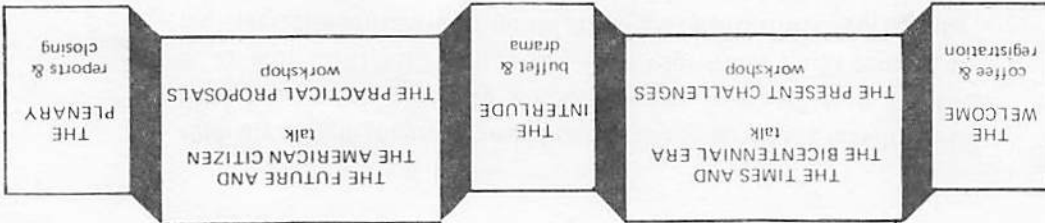


Scottsdale, Arizona

local people
dealing with the
issues
in full participation
with a vital
grassroots voice



OUTSIDE BROCHURE



Celebrating the Bicentennial with a 20th century town meeting

Town Meetings are part of our Heritage

"We hold this annual celebration to remind ourselves of all the good done in the process of time, of how it was done and who did it, and how we are historically connected with it. And we go from these meetings in better humor with ourselves – we feel more attached the one to the other and more firmly bound to the country we inhabit."

Abraham Lincoln



People in neighborhoods across our nation are beginning to rediscover what it means to be a part of a real community. They are celebrating together, undertaking community-wide projects and uniting on issues of common concern. This emerging sense of community is a sign of something new in our time. Town Meeting '76 is local people gathering to explore the meaning of this new sign and its importance for the future of our cities – your city in particular. The event is a town meeting – 20th Century style. People will be looking seriously at those events which have brought this new sense of community into life. They will be experimenting with exciting new ways of giving energy to local communities. Town Meeting '76 promises to be a great happening. Won't you be there?

THE PROGRAM

Town Meeting '76 is a one-day community happening which provides an opportunity for a thorough discussion of the challenges facing the nation and its local communities, as well as a method for making specific proposals for future directions.

THE VALUE

Town Meeting introduces participants to innovative, well-tested methods of problem-solving, team work and motivation presently being used by numerous major corporations around the world.

THE RESULTS

The Town Meeting demonstrates to the participants that they can make a difference by their involvement in civic affairs. At the end of a full day of hard work in a festive atmosphere during which they produce a document of proposals, they are ready to continue the process. At the discretion of the local sponsors, additional meetings may be held to develop strategies for constructive community action.

HOSTINGS SUGGESTIONS

The Hosts ensure that the day is smoothly and graciously conducted as they register the participants, receive dignitaries, greet and brief reporters, and care for all the "little" needs of participants during the day.



Plan ahead for securing your hosts and registrars. It is helpful to have two hosts (possibly a couple) and four registrars for the 8:30 a.m. to 10:00 a.m. rush. One registrar should remain to register late-comers and guide them to appropriate workshops. The Town Meeting co-ordinator and Master of Ceremonies will host the dignitaries and press during the day.

The following suggestions have emerged from the experience of previous Town Meetings.

TIME DESIGN FOR HOSTING				
Friday Morning	Friday Afternoon	Friday Night	Saturday Morning	Saturday Afternoon
<p>Get estimate from Attendance Committee</p> <p>List of distinguished guests</p> <p>Small bills and coins for making change</p>	<p>Co-ordinator meets ICA staff at airport</p> <p>Give staff tour of the community and the facility</p> <p>Provide a place for staff to stay</p>	<p>Set up the registration area</p> <p>Prepare name tags according to instructions by coordinator</p> <p>Label all rooms</p> <p>Post directions where needed</p> <p>Get out ashtrays restroom supplies</p>	<p>Register participants</p> <p>Hand out workbooks and songbooks</p> <p>Greet dignitaries and participants</p> <p>Host reporters as they arrive</p> <p>Care for participants and space, coffee and snacks</p>	<p>Register late-comers</p> <p>Continued care for participants and space</p> <p>Attend Celebration</p>

ICA STAFF ARRIVAL



Upon arrival, the ICA Staff will be met by the local sponsors. Before settling in, it would be helpful if these three things could go on:

1. Preliminary checking on enablement models, materials and equipment for implementing the evening's work and the next day's activity with the Local Coordinator.
2. A tour of the Town Meeting facility, to get a general feel after the space, acoustics, and layout of the building.
3. A tour of the community, during which the ICA staff could be briefed on the overall geo-social and demographic make-up of the community.

CHECK LIST

1. Any questions from preparation sheets.
2. Sufficient decor mounted to fill the Town Meeting space.
3. Enough Town Meeting materials on site to cover anticipated attendance.
4. Workable enablement models and backup models.
5. Sufficient troops ready to implement the evening and the next day's enablement tasks.
6. Local M.C. selected and notified to be at briefing tonight.
7. Local workshop leaders and scribes notified to be at briefing and training tonight.
8. All enablement leaders notified to be at briefing tonight.
9. Keep in mind that the last chance to purchase supplies before the morning is probably between now and when the stores close in a few hours.

REGISTRATION AND GUESTS

1. What is the registration plan?
How many people will be helping with the registration?
2. What media are expected?
When?
What is the plan for them?
3. What honored guests will be there?
When?

SAMPLE TIMELINE

GROUP	TASK	Town Meeting - 7 weeks	Town Meeting - 6 weeks	Town Meeting - 5 weeks	Town Meeting - 4 weeks
STEERING COMMITTEE	DATE AND FACILITY	Set the date List facility possibilities	Secure the facility	Arrange for table and chairs	Check with childcare task force re facility needs
	COMMUNITY SUPPORT	Get support of local officials	Funding blitz	Invite dignitaries	Donation blitz
	FINANCES	Appoint treas. Get P.O. box (See publicity task force)	Build and implement budget	Receive donations and pre-registration fees	
	ORGANIZATION	Plan campaign	Coordinate tasks	Coordinate tasks	Coordinate tasks
	LEADERSHIP			List M.C. prospects List workshop leader prospects	Enlist M.C. Enlist workshop leaders
	ENTERTAINMENT	Investigate entertainment possibilities			Engage performers
	MEETING AGENDA	Hold Steering Committee Meeting	Hold Steering Committee Meeting	Hold Steering Committee Meeting	Hold Steering Committee Meeting
	EVALUATIVE CELEBRATION				
PROMOTION TEAM	ATTENDANCE	Contact large number of community groups	Build chart of groups to track quotas and pre-registrations	Mail invitations Print pre-registration forms	Speaking engagements Distribute pre- registration forms
	PUBLICITY	Arrange for printed materials and stationery	Contact media Set up speaking engagements		Publicity blitz: Radio announcements Posters TV
	HOSTING				Form task force
ENABLEMENT TEAM	FOOD	Make menu	List donation possibilities	Secure donation promises	Arrange for servers
	CHILDREN'S PROGRAM	Secure the facility	Line up the leaders Plan the day	Line up staff training sessions List supplies and food	Line up any special entertainment required
PRACTICS TEAM	MATERIALS PRODUCTION	Create posters Contact <i>A.M. Co.</i> or other duplicating firm	List and plan for needed supplies and equipment	Finalize production equipment	Donation blitz
	DECOR	Create posters	Set up contest	Plan decor scheme	Build decor and Town Meeting banner
	SET UP AND CLEAN UP				

SAMPLE TIMELINE

Town Meeting - 3 weeks	Town Meeting - 2 weeks	Town Meeting Week	TOWN MEETING DAY	Town Meeting + 1 week
Build floor plan Arrange equipment		Friday night briefing		Return tables and chairs Thank-you letters
Donation blitz (cont)	Recontact special guests	Host dignitaries Friday night briefing	Print and post donation list	Mail documents Thank-you letters
Make \$100 down payment	Receive donations and pre-registration fees	Give check to ICA staff Friday night briefing	Collect registration fees or donations	Receive money Clear accounts
Coordinate tasks	Coordinate tasks	Coordinate tasks	Coordinate tasks	Handle details
Staff training	Staff training	Staff training Friday night briefing	M.C. leads welcoming, interlude and plenary Workshop leaders lead guilds	
	Check on entertainers and equipment	Final confirmation	Coordinate entertainment	Thank-you letters
Hold Steering Committee Meeting	Hold Steering Committee Meeting	Hold Steering Committee Meeting	Hold TOWN MEETING	Hold Steering Committee evaluation meeting
Plan Saturday evening event	Make arrangements	Finalize celebration plan	Saturday night evaluation conversation and celebration	
Publicity Blitz (cont)		Host media (press kits) Friday night briefing	Fill out Statistics Report	
Cont. speaking engagements Receive pre-registrations		Review statistics sheet Friday night briefing	Host Media	
Secure hosts and registrars	Arrange housing for ICA staff	Pick up ICA staff Friday night briefing	Coordinate registration	
Secure donation promises (cont)		Pick up all donations Friday night briefing	Coordinate snacks and lunches	Thank-you letters
	Staff training session	Final planning Assemble supplies Friday night briefing	Coordinate children's program	Thank-you letters
Arrange for production staff	Finalize list of in hand and needed	Pick up supplies and equipment Friday night briefing	Distribute materials Produce document	Return equipment Thank-you letters
Assemble and build decor (cont)		Put decor up in facility Friday night briefing	Maintain decor	Return borrowed decor Thank-you letters
		Set up facility Friday night briefing	Maintain facility Reset facility	