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Tasks	Committee Lead	Committee Volunteers
Co Chairs	Elaine Tarr and Jan Friel	
Web Site Maintenance/Facebook	Lloyd Tarr	
Registration	Elaine Tarr	
Studio assignments	Elaine Tarr	
Treasurer	Sandy Herbst	
Sponsors Recruit Sponsors in Oct.- Nov 15 th		1.
		2.
		3.
Press Releases & Publicity		
Phoenix Home and Garden (December)		
Images AZ		
Write studio articles (1 Jan, 2 Feb, 1 March)		
Advertising		
Create Ad (Edit 2016 ad)		Lloyd Tarr
Place ad in City Sun Times (March Edition ad due in December)		
Place ads in FH Times (Due in January 3 in Feb, 1 March)		
Take photos of artists for FH Times articles		
Flyers		
Create Flyer and print 100 (edit 2016 flyer)		
Distribute Flyers in FH		1.
		2.
		3.
Distribute Flyers in Mesa		
Distribute Flyers in Scottsdale		
Distribute Flyers in Rio & Tonto Verde		
Brochures		
Create Brochure have 3000 printed (edit 2016 copy)		
Distribute to Sponsors		
Distribute to Art League and Tour Participants		
Tour Packet		
Make Name Tags – Purchase holder if needed		
Tour Packet write instructions page and print		
Check stamps and stamp pads – re-ink if needed		
Print “Watch Your Step” and paintbrush arrow signs		
Include zip ties in packets for signs		
Tour Packet Assembly		
Tour Packet Distribution		
Signage		
make map of needed signs purchase signs if needed		
Distribute Signs		

Store Signs		
Store metal A Frames		
Store wooden A-Frames		
Collect signs after Tour		
Fundraiser		
Recruit Runners		