

19 July 2017

Ahoy Jackson Lake Association members:

The first Jackson Lake Association PirateFest was a tremendous success thanks to our hard-working committee and volunteers, the amazing support from our sponsors, and incredible turnout and participation from community. We were able to raise over \$20,000.00 and net over \$15,000.00 for the Jackson Lake Association Loaner Life Jacket, Safety, and Education program and to make Jackson Lake PirateFest 2018 even better.

We plan to begin organizing the PirateFest 2018 Committee in August, and we would like you to consider serving as a committee member or as a volunteer. Please review and complete the portion below, and send to me by email no later than July 30th (jacksonlakepiratefest@gmail.com). I will then contact all those wishing to serve on the 2018 PF committee and provide an agenda, time, and place for the first meeting in August. Those of you who wish to volunteer rather than to serve on the main committee will be contacted after the first committee meeting.

Thank you again, and I look forward to hearing from you soon.

Sincerely,

Catherine

Catherine Jones

2017 PirateFest chair

jacksonlakepiratefest@gmail.com

Please either type your responses in the areas provided below, save as a document, and then send as an attachment, or email me the information below by July 30th care of: jacksonlakepiratefest@gmail.com

Name:

E-mail:

Cell phone:

Check where you are most interested in serving.

Yes, I would like to serve as a PirateFest 2018 Committee member to coordinate a certain area.

Suggested committee member positions:

- CHAIR (oversees and works with all Committee members in their areas)
- SECRETARY (minutes, correspondence)
- TREASURER (maintain PirateFest financial ledger, coordinate with JLA Finance Committee and treasurer, send chair reports before general meeting)
- SPONSOR COORDINATOR (revise 2017 sponsor package, contact sponsors, recruit more sponsors, keep sponsor ledger, send chair reports)
- VENDOR COORDINATOR (revise 2017 arts and crafts vendor packet, contact vendors, decide on vendors, revise 2017 vendor layout, send chair reports before general meeting etc.)
- FOOD COORDINATOR (based on 2017 decide on food list needs, purchases and/or vendors, food layout, set up/strike, food sales ledger, send chair reports before general meeting etc...)
- ACTIVITIES COORDINATOR (revise 2017 materials, regatta, boat parade, safety exhibitions, other activities send chair reports) SALES COORDINATOR (shirts, flags, other souvenirs, raffle, send chair reports)
- PR COORDINATOR 1 (web/FB design, pics/film, send chair reports)
- PR COORDINATOR 2 (paper,TV, radio, signs, program, flyers, banners, sends chair reports before general meeting)
- LOGISTICS COORDINATOR 1 (Ga Power liaison; DNR liaison/marine permit, insurance policy procurement, Sheriff's Dept contact, Event layout design, water taxi volunteers & schedule, send chair reports)
- LOGISTICS COORDINATOR 2 (Coordinate volunteer recruitment and schedule volunteers in all areas except for water taxi service, and schedule, event decorations, sound, set/up strike, trash detail, IDs/admission bands, sound etc... send chair reports)
- ENTERTAINMENT (revise 2017 band application, recruit band suggestions, select band, contract with band, coordination with Nocturnal Pirates & other performances, sends chair reports before general meeting)-
- CHILDREN'S ACTIVITIES (organizes children's activities/props supplies, decorations, send chair reports)
- PROJECTS (Proceeds allocation proposal, after-Fest coordinator, send chair reports)

Yes, I would like to serve as a volunteer but not as a main committee member (Volunteers would assist a committee member in their area before/after PirateFest or help the day of PirateFest.)