



GREENING FLATBUSH 2012

Event Planning Committee

Committees

COMMITTEES	LEAD	DESCRIPTION
1. Programming	Anne Pope	Responsible for securing Info tables (presenters to provide interactive / hands on activities at GF) and Merchant tables (presenters can have their merchandise sold at one location staffed by SF volunteer). Confirm programming workshops by Sustainable Flatbush members.
Sub Committee: Special Invitation Team		Responsible for securing the host committee (Chris, Susan, Ernest Skinner and Kemi). Invite elected officials, special guest speakers and organizations (ex. 300 E25th Street)
Sub Committee: Entertainment Team		Responsible for securing entertainment - Maya (kids entertainment), Live music (1 band), sound check and set up - mic, speakers etc. Coordinate with Sheri from the Flatbush Reformed Church.
2. Community Outreach	Keka Marzagao	Responsible for promoting the event via access with other organizations and their extended networks, advocacy groups, CBO's, schools, Press, and Media Outlets.
3. Logistics	Jocelyn Cohen	Responsible for logistics w/program schedule, arrangement of event space, workshops, community meal and event to meal transition. Signage - outdoors and indoors and table signs (organization sign with the name of activity /workshop)
Sub Committee: Documentation Team		Video, Photography, interview community participants at the event and Blog (review of event).
Sub Committee: Decorating Team		Responsible for decorating event space, and Community Meal transition - Decorating tables with burlap or coffee bag table cloths, tea lights inside of cans with holds punched in them or other recycled / reusable materials.
4. Sponsorship & Donations	Kady Ferguson	Responsible for securing sponsorship and donations in forms of cash, goods or services for the event.
5. Food & Beverage	Sheryll Durrant	Responsible for coordinating, preparing and serving food and beverage at the event
Sub Committee: Community Meal Team		Coordinate with cooking groups and food donation resources to provide food for the community meal following the workshops.
Sub Committee: Snack Team		Provide snacks for the event, coffee, tea, muffins etc. (cook or in kind donations)