[MS-0398.043.007.024]

GOLDEN HILL COMMUNITY FAIR
SATURDAY, FEBRUARY 15, 1992

✓ 1. FLYERS - complete

- Design english and spanish flyers
  - Keep heart and cake theme
  - Invitational style from LLW
- Need 6,000 produced on pink paper

✓ 2. FAIR LAYOUT

we are responsible for booths

- Assign booths to vendors (45)
- Assign all county booths together
- Going to GH Rec for visual check 2/11

3. LLW BOOTH

- 4th District booth
- LLW Bio, LLW Sign/Photo, Sign-up sheet, Community Involvement info, BoS info, County Newspaper
- Staff involvement
  - Hours of volunteer:

    10 am - 1 pm: TY, BSH, VLR

    1 pm - 4 pm: CC, VLR, TNE

4. SIGN

- Work Order to Henry 1/31
- Sign to be hung on fence
- Message with Diane Boozer, 2/11 re: status for 2/13 deadline

5. CERTIFICATES OF APPRECIATION

- Awarded to participating services and volunteers

6. BUTTONS

- Design buttons for voluteers and for sale

7. EQUIPMENT NEEDED - complete 30 Tables / 60 chairs

- Need additional 6' tables and 2 chairs per table.
- work order to henry 2/3
- work order confirmed per Dan Kinglon 2/11

8. PARTICIPANT CONFIRMATION LETTER

- Need to mail out 1/31. copy to Don

9. PSA