

## Lincoln Alexander Day Planning Committee Draft Work Plan 2016

<b>Task/Item</b>	<b>Activity Details</b>	<b>Committee Members Involved</b>
Arranging for the Venues	City Hall 2nd Floor Foyer and external Hall / banquet centre.	Staff and Committee Members
Planning the Program	Prepare a plan for the program, recruit presenters & performers, organizing the event.	Assigned Committee Members and Staff to assist
Volunteers	Volunteer recruitment plan developed and implemented.	Assigned Committee Member
Marketing / Promotion	Development of marketing and promotions plan, scheduling interviews, create event posters / flyers. Advertise through media and community organizations.	Assigned Committee Members and Access & Equity Staff
Event Program	Prepare and print event program	Committee Member to oversee
Refreshments	Order refreshments	Assigned Committee Members

### Budget for the 2016 Event:

<b>Item</b>	<b>Cost (estimated)</b>	<b>Total</b>
Hall Rental	\$1,150.00	\$1,150.00
Performers & Presenters	\$1,500.00	\$1,500.00
Refreshments (food and beverages)	\$1,500.00	\$1,500.00
Promotional material & media	\$650.00	\$650.00
Miscellaneous (props, etc.)	\$200.00	\$200.00
<b>Total</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>