

Special Events Committees

Mormon Miracle Craft Fair Chairman

Attends Board meetings beginning in January as needed to coordinate upcoming events

Finds and signs up appropriate vendors

Posts for vendors on KSL, travels to craft fairs, etc. to find vendors

Sends letters in January to potential vendors, with follow-up letters to assure good vendor turn-out

Checks with Financial Officer to see when vendors pay for booths and that business license is paid to Manti City

Assigns all display booths and creates a schedule of when vendors help man the check-out stations

Attends Fair board meetings along with a member of the STA Board

Arranges for people to transport all displays needed for set up and take down

Arranges with the County Sherriff's office for help with building clean-up and set-up/take down of displays

Arranges for repairs and/or goes to the Board to request new displays as needed

Supervises all pre and post activities of the Fair

Is present when vendors arrive and has all necessary information and items needed to help them with their set-ups

Makes sure a fourth person at the check-out table records all items sold in a spiral notebook

Makes sure no children under 16 are allowed to work at the check-out table

Makes sure that the greeter and cashier count the number of items sold for each customer to match tickets collected

Collects all money and tags each night and takes to the Financial Officer

Creates an evaluation sheet after the event and makes suggestions for the coming year

Attends Board meeting after the Fair to give a summary of events and present the evaluation sheet