Smith Planning Committee Agenda

March 11, 2024

Casa Grande Margaritas & Cocina – Midtown

Backroom, 1800 Thomasville Road

1. Schedule and Volunteers
2. Financials
3. Site logistics and more
4. Web and Booklet - Deb
* Advertisements to Deb by April 5th
* Count to order, cost projections, timeline for review and publication development.
1. Publicity
* Billboards – artwork needed by? Where will the boards be located?
* TV – Kristin? Others?
* Radio – needs and dates?
* Print Media - needs and dates?
* Signs –
	+ Past signs?
	+ details needed to Marianne by…
* Electronic Media – Send suggestions to Susan and Sandy, want to have something to announce more frequently as get closer to the event.
	+ Facebook/Instagram – Susan
	+ Next Door – Sandy
1. Food
	* coordinate purchases with…
	* Need grill for Saturday/Sunday
2. Sponsorships – close out date by April 1
3. Race committee.
* Open Friday racing? (Liability statement must be signed prior to)
* Need for early registration? Types? Needs? (racing cheat sheet for registration table)
1. Registration
* Prep registration bags – date and location.
* Raffle baskets who set up? Donate bottles of wine/liquor/beer/chocolates?
* Merchandise for sale – raffle tickets (costs), single dinner tickets (costs), shirts (costs)?
* Signs/Volunteers?
1. Online auction items and plans
	* McBride home for Smith weekend
	* Other? Boats, etc.
2. Auction
* Auction Donation Drive & Announcement – Sunday, April 7th 1:00 – 3:00
* Timeline
* collection and logging (Start now through April 15th)
	+ no last-minute items, unless golden ticket items
	+ Items valued at $50 or less combined as Raffle baskets (gift cards, etc)
* tagging and setting auction order (Start April 20th – 22nd) Rose initially set, Andrea et al review.
* Auction list and order –
	+ publication (available online as teaser by April 23rd)
	+ Auction hand outs (list) (count needed?)
* Trailer –
	+ date for packing and
	+ move to beach, and who moving.
* Beach side setup – Lisa and how many volunteers, paddles?
* Auction lead – Sunday beach – Lisa; Check out – Deb, Sandy, Kristin

Thank you for your dedication to the 2024 Smith Regatta to raise funds to support the ACS.