

8th Annual Wine Festival at Virginia Tech
 Saturday, June 4, 2016

ACTION LIST

Updated 5/9/16

TASK	PERSON RESPONSIBLE	DUE DATE	STATUS
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MARKETING			
Get on Roanoke Times and News Messenger calendars	Cyndy		
Submit information to Next 3 Days calendar	Taylor		
Secure Cumulus Radio contract	Cyndy	DONE!	Received contract.
Begin Facebook advertising and schedule ads	Taylor		
Schedule sponsorship for May Up on the Roof (May 26)	Jacqueline	DONE!	
Order yard signs	David	DONE!	Available for pick up at Holtzman Center
Order post cards (include sponsor logos)	David	DONE!	Available for pick up at Holtzman Center
Design and schedule Roanoke Times NRV ad	Doug and David		
Order sponsorship poster	David		

SPONSORSHIPS AND RESERVED TABLES			
All volunteers secure at least one sponsorship	ALL VOLUNTEERS		
All volunteers secure at least one reserved table (VIP)	ALL VOLUNTEERS		
Solicit donations for reserved food tables			Taylor – Cookies Taylor – Chocolate Spike Ann – Blacksburg Bagel Cyndy – Creekmore

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LOGISTICS AND SUPPLIES			
Count wine glasses	Ginny	Done!	290 regular glasses, 108 polka dot
Reserve Assembly Hall for rain location	Ginny	Done!	
Order wine glasses as needed	Jacqueline	1/30/15	Cyndy to check with Jacqueline
Order wristbands	Ginny	4/15/15	Two colors: orange & maroon!
Order tents, tables, and chairs from Tents-R-Us	Jacqueline	1/30/15	Cyndy to check with Jacqueline
Order tickets	Jacqueline	1/30/15	Cyndy to check with Jacqueline
Order fencing from Rec Sports	Jacqueline	2/28/15	Cyndy to check with Jacqueline
Volunteer sign-ups page created	Ginny	Done!	Almost full!
Schedule bands/DJ	Ginny	Done!	RYZ and 3 Minute Lovin'
Check on and order inflatable wine coolers	Ginny		
Work with Jacqueline to schedule ice pick-up	Doug		

VENDORS			
Contact food truck vendors to participate	Cyndy	Done!	Cellar and Thai This confirmed
Confirm with Preston's for next year	Ginny	Done!	Confirmed with Max Kiebach
Contact wineries from last year to participate	Ann	Done!	SEE WINERIES MASTER LIST
Contact other wineries from compiled Virginia list	Ann	Done!	SEE WINERIES MASTER LIST
Contact craft vendors to participate	Ginny		4 confirmed