

Planning Meeting Topics & Schedule - Creek Week 2013

Splash Off on Friday, April 5, 11 to noon.
Clean-Up on Saturday, April 13, 9 until noon.
Celebration on Saturday, April 13, noon until 2:00.

All Planning meetings will be held at 2020 L Street, Suite 400 in the AECOM conference room.

The full committee will meet the second Thursday morning from 7:30 until 8:30 October through March.
The Celebration committee will meet at the same location in February and March from 8:30 until 9:30, immediately following the full committee meeting.

At each meeting, participants will take on assignments and ask for assistance or advice regarding various components of Creek Week. The topics listed below are those that benefit from a discussion, decision or action by the full committee.

October 11

Committee members – Confirm participation, suggest new participants, sub-committee assignments
Sponsors – Suggest potential new sponsors, suggested changes to sponsor request letter
Art & Theme – Art will be provided by Art/Science grant recipients, elementary grade students
Review 2012 feedback and decide on adjustments

November 8

Creek Steward Award – Take nominations or recognize a science/art grant recipient
Clean-up sites – New locations & invasive plant sites needed
Celebration – E-Waste adult volunteer group needed
Sub-Committee reports

December 13

Splash Off – Begin selection of Creek Steward, Splash Off location, Keynote Speaker
Art & Theme – Update on grant recipients' progress with art project, themes emerging
Clean-Up sites – Site leader report procedures, tire recycling procedures
Sub-Committee reports

January 10

Art – Final review
Protocols – Review & revise as needed
Celebration – Committee assignments
Sub-Committee reports

February 14

Brochure – Review, suggestions
Volunteers needed to help at the Mailing Party the evening of March 5, 6 or 7 from 5:30 until 8:30
Sub-Committee reports
Celebration Committee meets from 8:30 until 9:30

March 14

Posters, brochures & bookmarks available for distribution
Volunteers needed to help at Splash Off Work Party the evening of Wednesday, April 3 from 5:30 until 8:00
Volunteers to attend the activities
Volunteers to help with Site Leaders Workshop – Set-up April 10 & 11, 9 to 5; Workshop April 11 at 7:00
Sub-Committee reports
Celebration Committee meets from 8:30 until 9:30

Creek Week Sub-Committees – An Overview

(Each committee should have a protocol which describes tasks and timelines in detail.)

Publicity

Press releases <> Advertisements & Calendar Announcements <> Proclamations & Resolutions – Sac County; Cities of Sacramento, Citrus Heights, Folsom, Galt?, RC? <> Web Site <> Facebook Page <> Radio Disney <> Brochure <> County school mailing - brochure, bookmarks and mini-grant flier

Sponsors

Sponsor solicitation <> Follow up calls <> Grant applications

Clean-up Sites

Site selection <> Water Quality monitoring <> Manhole marking <> Invasive plant removal <> Planting <> Coordination with agencies – County, Cities, ARFCD, RD1000, SRCC, Park districts, SASD, etc. <> Site leader recruitment <> Assigning clean-up volunteers
Site leader training workshop evening of April 11 – Preparation April 10 & 11

Splash Off/Creek Steward – Friday, April 5

Location – Select, site visit <> Creek Steward – Select, invite <> Keynote speaker – Select, invite <> Sponsor awards <> Invitations & RSVP's <> Sponsor gift packaging and presentations

Art/Sponsor Recognition

T-shirt <> Bookmark <> Poster <> Brochure <> Mugs <> Buttons
Sponsor plaques <> Sponsor board

Activities & Programs – April 6 through April 13

Arrange and schedule activities, brochure write-up. January 15 deadline
Outreach to target audiences – Identify additional publicity (Audubon or CNPS newsletter, schools, gardening network)
Assign committee members to attend each activity – Sign-up sheet, promotional giveaways (Creek Week pins, bookmarks & brochures), T-shirt for the activity leader

Art/Science Mini Grants

Develop school flier <> Develop application, review & rate applicants, notify, follow-up on reports
Creek Week recognition to participating schools

Celebration – Saturday, April 13

Site planning – Celebration map, facilities, rentals (dumpster, port-a-potty, wash stations) <>
Physical set-up and breakdown - tables, chairs, canopies, signs & banners, delineations <>
Recruitment & coordination of volunteers on-site – Welcome table <> SRCC workers <>
Exhibitors <> Passport activity/Prize Wheel <> E-Waste <> Tire Recycling
Program - Radio Disney MC & entertainment, Junk & Gunk awards
Food - Purchase, preparation, serving, deliver to exhibitors <>
Junk & Gunk Contest <> T-shirt distribution <> Site leader supply return

Thank yous

Letter <> Attachments: Photo summary, Splash Off & other photos