

## 2021 Committee Chairs and Descriptions

### DULUTH FALL FESTIVAL

#### PRESIDENT

Kathryn Willis

#### TREASURER

John Martin

#### OPERATIONS

Wayne Herman

### 2021 FESTIVAL CHAIRPERSONS

GIN WILLIS

WAYNE HERMAN

KATHY ORCUTT

Coordinate's festival

Conducts monthly meetings

Reserves places for meetings

Reserves Christmas party location

### ARTS & CRAFTS

JEAN DANIEL

LYNDA ROTH

KATHY MUMME

Creates arts & crafts application

Selects vendors and notifies

Create vendor notebooks

Places vendors

### CHRISTMAS PARTY

CHERI LAWSON

BETH ANN WOODRUFF

Coordinate's food

Decorations

### CLEAN-UP

KATHY HERMAN

MARY BUCK

Purchases trash bags

Recruits, schedules & supervises volunteers from local schools.

### COMMUNITY LUNCH

BETH BELL (FOOD)

CHERI LAWSON

Coordinates luncheon for sponsors, volunteers, and all city volunteers

Purchase's food, beverages, paper products, decorations & name tags

Sets up festival center & decorates

Clean up after

### CONCERT

KAY MONTGOMERY

Selects and books bands

Coordinates dinner for band

### CONCESSION STAND

CRYSTAL HUNTZINGER

RICH & DONNA DALUGH

ANNETTE MCINTOSH

Purchases food, beverages & paper products

Contracts ice vendor

Cooks and sells food

Collects money and submits to treasurer

### DECORATIONS

MIKE & GINA RINGHAM

Orders cornstalks, pine straw, pumpkins & mums

Decorates festival area before festival

### DECORATIONS AUCTION

BROOKS COLEMAN

Auctions mums and pumpkins at the end of festival

### DIRECTORY

LAURA & EMILY HECK

MARK WILLIAMS

MANFRED GRAEDER

KATHRYN WILLIS

Produces entire content of directory

**DULUTH DEPOT**

BETH HOFFMAN  
JANET GREENWALD

Sells DFF merchandise & holds raffle.

**EMCEES**

BROOKS COLEMAN  
JERRY BIGNOTTI  
JOHNNY PHELPS  
NANCY HARRIS  
MARK MCKAY

Announces parade  
Announces opening ceremony  
Announces entertainment  
Announces road race

**ENTERTAINMENT**

Laura Godfrey - Festival Center Stage  
Michael Robbins & Scot Femmer –Parsons  
Alley Stage

Creates application  
Chooses & schedules entertainers  
Monitor's entertainer parking  
Director of Entertainment

**FESTIVAL LAYOUT**

Ralph Mumme  
Danny Williams  
Wayne Herman  
Danielle Maynard (map)

Marks vendor booth spaces on streets  
Creates vendor map

**FESTIVAL NIGHT OUT**

Beth Hoffman  
Linda Storey

Chooses and reserves restaurants  
Gives for I-volunteer info to upload

**FESTIVAL SHUT DOWN**

Brandon Odum

Coordinates shut down

**FIRST AID**

Cheryl MacMillian

Works with Northside Duluth to provide staff  
For care-a-van

**FOOD VENDORS**

Mell Robinson  
Annette McIntosh  
Danielle Maynard

Creates application  
Selects vendors  
Places vendors  
Collects money and gives to treasurer

**GOLF CARTS**

Trains volunteers  
Transports vendors

**GRAND MARSHAL**

Kay Montgomery

Chooses Grand Marshall & honorary Grand  
Marshall

**INFORMATION**

Glen Faulker  
Carol Vidyasagar

Assists and directs attendees.  
Explains festival map to attendees.

**OPERATIONS**

Wayne Herman

Orders tents, tables & chairs & puts in place  
Orders all signs and banners  
Orders dumpsters & port-a-potties  
Contracts electrical & sets up temporary  
poles  
Distributes power to vendors

**MINUTES**

Jean Harrivel

Takes minutes at meetings

**NAME TAGS**

Jean Daniel

Orders and collects money for nametags

**NEWSPAPER INSERTS**

Kathryn Willis  
Alana Moss

Works with newspapers  
Writes and edits articles  
Solicits businesses to purchase ads

**OPENING CEREMONY**

Kay Montgomery  
Nancy Harris  
Linda Storey

Plans opening ceremony  
Honors and presents plaques to sponsors

**PARADE**

Debbie Bush  
Convertibles  
Joyce McIntosh  
Monitors  
Tim and Denise Montroy – Monitors  
Posters  
Kay Montgomery

Creates application  
Selects participants  
Secures convertibles & cars for dignitaries  
Creates VIP signs for vehicles  
Manages participants  
Secures parade route

**PARKING**

Slade Lail  
John Martin

Designates & marks handicap, vendor & guest parking  
Assists guests in parking

**PHOTOGRAPHY**

Dustin Grau

Photographs festival and events  
Provides digital photos to various committee chairpersons

**PUBLICITY**

Kathryn Willis  
Stephanie Wright

Writes press releases, articles & submits to media sources - print, radio, TV & web

**REFRESHMENTS**

Cindy Morris  
Debra Lawler  
Takes minutes

Arrange for volunteers to bring snacks to meetings  
Purchase paper products  
Set up food and clean up

**ROAD RACE**

Greg Whitlock  
Gary Jenkins

Plan 5k with professional organization  
Process applications  
Pays DFF percentage of profit

**SHUTTLE SERVICE**

John Martin

Secures shuttle bus vendor  
Installs signs at pick-up points

**SIGN INSTALLATION & REMOVAL**

Brandon Odum

Installs and removes signs around Duluth

## **SOCIAL MEDIA**

- **FACEBOOK**  
Dustin Grau  
Wayne Herman  
Kay Montgomery
- **INSTAGRAM/TWITTER**  
Danielle Maynard

Post festival events, news and photos on social media

## **SOUND PRODUCTION**

**Festival Center Stage**  
Mark Wettlaufer  
**Parsons Alley Stage**  
Michael Robbins

Sets up Sound for Festival & Events - Festival, Taste of Duluth, Meetings, Parade, Picnic, Road Race, etc.  
Runs sound during festival

## **SPONSOR EVENTS**

Cheri Lawson  
Annette McIntosh  
Kathy Mumme  
Kathryn Willis

Plans Sponsor Events  
Decorate, Food, Venue, etc.

## **SPONSORSHIP**

Beth & Herb Hoffman  
Linda Storey  
Kathryn Willis  
Kathy Orcutt

Solicits Sponsors  
Invites Sponsors to Events  
Distributes Plaques and T-Shirts  
Collects Money

## **SUNSHINE SCARECROW & HOSPITALITY**

Jean Harrivel

Sends Greeting & Sympathy Cards  
Performs as Festival Mascot

## **TAIL GATE CENTRAL**

BETH & HERB HOFFMAN

Solicits Sponsors  
Manages Sponsor Area

## **T-SHIRTS**

### **DISTRIBUTION**

Kim Craig

### **PRODUCTION**

Kathy Orcutt  
Kay Montgomery

Distributes T-Shirts Festival Week

Produces & Orders T-Shirts

## **TASTE OF DULUTH**

Shannon Brabner  
Annette Summerour

Reserves Payne Corley House  
Plans Food & Arranges for Musicians  
Recruits, Schedules, & Supervises volunteers

## **TECHNOLOGY**

### **WEBSITE**

Kay Montgomery  
Alana Moss

### **I-VOLUNTEER**

Manfred Graeder

Manages website content  
Sees that Applications are uploaded

Manages I-volunteer Website.

## **TELEPHONE**

Wayne Herman

Monitors Phone  
Forwards messages to committee chairs

## **TRAFFIC & SECURITY**

Jim Dugan

Coordinate with Duluth Police for Security

**VENDOR ASSISTANCE LOAD/UNLOAD**

Steve Lynn

Help Vendors Load & Unload During Check-In/Out  
Verify Vendor is packed / provides pass to get vehicle  
Directs Vendors Exit

**VENDOR CHECK-IN/OUT**

Emily MacKenzie  
Jim Dugan

Schedules Volunteers for Weekend  
Directs Vendors to Assigned Booth Space  
Staff Each Entrance & Street During Check-In/Out

**VOLUNTEER RECRUITMENT**

Beth & Herb Hoffman

Promotes Festival & recruits volunteers at various events

**WORSHIP SERVICE**

Ken Willi

Organizes Worship Service

**ZONE COORDINATORS**

Deb Schmid  
Adam Davidson

Staff Areas During Festival for Vendor Questions  
Recruits and Coordinates Volunteers for Weekend  
Secures and Returns Walkie Talkies