

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)

CRYSTAL HUNTZINGER

ALEXIS NASH

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