

GREEK FESTIVAL 2017	
Dates: June 9, 10,11	
Hours: Fri 4-11 Sat 11-11 Sun 1130-6	
Drive Thru Hours: Fri 4-8 Sat 11-8 Sun 1130-3	
Admission hours:	
Theme: Showcase Greece's Philoxenia and vacation spot value	
Band: Ormi Orchestra - Sam T negotiating 3 day rate	
<u>Area</u>	<u>Leader</u>
<u>Planning and administration</u>	Spyro
Assemble the planning team	Spyro
Identify key leaders	Spyro
Organize and drive the planning process	Spyro
Host planning meetings	Spyro
Establish theme	Spyro
Negotiate rentals contract	Spyro
Communicate with the parish on fest status and needs via emails and church bulletins	Spyro
Manage cost	Spyro
Manage quality	Spyro
Facilitate after action review	Spyro
Maintain and update festival binder	Spyro
Compile festival financial report and communicate with the parish	Spyro
Coordinate voluteer luncheon	Spyro
Monitor execution and adjust, act as needed	
<u>Human Resources</u>	Mary Jo Tirikos
Recruit volunteers through church bulletins, emails and face to face interaction	Mary Jo Tirikos
Create shift schedule	Mary Jo Tirikos
Place volunteers into shifts	Mary Jo Tirikos
Coordinate training if needed	Mary Jo Tirikos
Coordinate and staff volunteer check in station	Mary Jo Tirikos
Design and maintain online sign up system	Erica Price
Design and maintain manual sign up system	Erica Price
Merge manual and online system	Erica Price
Create final assignments spreadsheet	Erica Price
Communicate final assignments to volunteers	Mary Jo Tirikos
Monitor staffing situation during the event and fill gaps as needed	Mary Jo Tirikos
Help coordinate the post fest volunteer luncheon	Mary Jo Tirikos
<u>Finance</u>	John Madias
Train the entrance volunteers	John
Provide cash, cash boxes, credit card machine, ad books and menus to entrance staff	John
Manage cash counting operation	John
Have manual credit card machines available as back ups	John
Program cash registers and place in designated spots	John
Train money counters	John
Coordinate money counting operation	John
Collect money during the event	John

Deposit festival income	John
Pay vendors/individuals/groups that must be paid at the end of the event	John
Create final accounting report for 3 day event transactions	John
<u>Ad Book</u>	
Create the ad solicitation sheet	Mary Jo
Distribute ad solicitation sheet to parishioners to sell/purchase ads	Mary Jo
Compile ads, Father's letter, menu and schedule and design the ad book	Mary Jo
Give ad book to Apollo printing	Mary Jo
Approve ad book proof prior to printing	Mary Jo
<u>Marketing and Advertising</u>	Jerry Dipietro
Develop the marketing and advertising plan	Jerry Dipietro
Create the logo	Natasha
Create the poster	Jerry
Give poster to print leader for printing	Jerry
Work with Burkhart on bus signs	Jerry
Write media advisory	Jerry
Send media advisory to TV stations	Jerry
Send media advisory to radio stations	Jerry
Send media advisory to newspapers	Jerry
Send flyer to Michiana Saver	Jerry
Add info to the church Facebook page	Subdeacon Michael
Update the festival website	Marybeth
Update the church website	Amber
Add event to Indiana festival websites	Jerry
Distribute posters and flyers to the parishioners for posting in prominent places	Jerry
Coordinate the posting of yard signs at major intersections week before fest	Jerry
Coordinate with media on interviews and visits to the event	Jerry
Identify people to do the interviews	Jerry
Give comp tickets to the media who cover our event	Jerry
<u>Grounds</u>	Spyro
Coordinate with Burns for all rental needs	Spyro
Create the grounds layout	Burns
Put up tents	Burns
Set up outside tables and chairs	Burns
Set up tables and chairs in the hall	Parishioners
put up fences	Tom Leonakis
set up lights	Sam m
set up generator	Sam M
Put tablecloths on inside and outside tables	Irene Walsh
Decorate inside tables	Irene Walsh
Decorate hall walls	Irene Walsh
Coordinate all parking related tasks	Stephen Gachumi
Request permission to use Clay church lot	Stephen Gachumi
Request permission to use Francis library lot	Stephen Gachumi
Acquire and brief the Ironwood traffic control	Tom Leonakis
Acquire Daytime security officers	Tom Leonakis
Acquire Overnight Security guard	Tom Leonakis
Confirm Robert Gibbons availability	Sam m
Coordinate with Himco for trash pick up	Sam m

Execute pre-fest maintenance and electrical needs	Sam m. Sam t
Coordinate help for setup the week before the festival	Sam m
Coordinate help for Post fest clean up	Sam m
Put up all signs inside and outside	Robert Gibbons
Insure all fire extinguishers are operational and current	Amber
Execute all electrical wiring	Robert Gibbons
Put up and connect all tent lighting	Robert Gibbons
Update first aid station, CPR and AED equipment	Dina Blatter
Secure helpers for grounds clean-up - trash, bussing, dishwashing , etc	Sam Moskolis
Food and Drink	Sam Tsiumas
Run the main church kitchen to include preparation of all food to include salads	Sam Tsiumas
Acquire staff for the main church kitchen to include salad making	Sam Tsiumas
Set up food line 1	Sam Tsiumas
Operate food line 1	Chris Strafford
Set up food line 2	Sam Tsiumas
Operate food line 2	Jasmine Schlitt
Organize and operate the outside bar tent	Adam Turley
Organize and operate the inside bar	Adam Turley
Organize and operate the drive thru	Chris Katris
Organize and operate the Souvlaki grill	Sam Tsiumas
Organize and operate the Gyro building	George Gergis
Move the pita grill and fryers outside	Sam Tsiumas
Organize and operate the Gyro machines tent	Tom Allen
Organize and operate the Pastries, Loukoumades and Ice Cream line	Popi Popyk / Sue Stangas
Organize and operate the Baklava Sundae station	Esther Arvanitis
Organize and operate the Coffee station	Anna Tyrikos
Organize and operate Loukoumades making operation	Kurt Metros
Organize and operate loukoumades serving operation	Popi Popyk
Order ingredients, food and paper products	Sam Tsiumas
Coordinate with Greek Pizza vendor	Sam Tsiumas
Coordinate with Chris Kurtis regarding pastichio	Sam Tsiumas
Order the beer and wine	Sam Moskolis
Order water, lemonade and soft drinks	Sam Tsiumas
Create and serve the specialty drink	Adam Turley
Buy charcoal and lighter fluid for the grill	Sam Moskolis
Procure Ice and Ice truck	Cindy Crawford
Organize and operate the Dine In operation	Connie Turley
Manage the lamb spit operation	Sam Tsiumas
Culture	Presvitera Elaine
Envision and create the stage scene	Natasha / Presvitera
Pick out and coordinate movie to show	Presvitera
Post educational material in the hall as desired	Presvitera
Secure TV from Alpha Electronics	Presvitera
Church tours	Presvitera
Music	
Select the band	Spyro
Negotiate band contract to include outdoor and indoor music - live and DJ service	Sam Tsiumas
Pay the band and provide daily comp tickets	Spyro
Dancing	Tina

Coordinate dance schedule for the Hellenic and Apollo troupes	Tina
Provide dance schedule to festival general chair	Tina
Attractions	Spyro
Plan, organize, staff and execute the kids area	Abigail Mechtenberg
Plan, organize, staff and execute the Gift shop	Christie Michalos
Coordinate with St. Johns Monastery	Presvitera
Coordinate with the Serbian Monastery	Father
Secure vendors, negotiate terms and monitor them during the event (face painting, caricaturist, etc)	Spyro
Coordinate with Costco	Spyro
Printing	Spyro
Coordinate with Apollo printing on the following items:	Spyro
Posters	Spyro
Flyers	Spyro
Menu	Spyro
Paid food tickets	Spyro
Complimentary food tickets	Spyro
Drive Thru order form	Spyro
Drive Thru Menu	Spyro
Coordinate with Chris Kurtis on festival tickets printing	Spyro
Signage	Nick Skoulos
Insure we have signs for and placed at the following locations:	
Inside	
Menu on wall in hall entry way	Natasha to create
Menu on wall above Food Line 1	Natasha to create
Pastry menu on wall above the pastries	Natasha to create
Gift shop sign on wall above the gift shop	Natasha to create
Small signs directing people to both food lines	
Signs directing to rest rooms	
Outside	
Kids Area	
Greek Pizza	
Gyro Building	
Souvklakia	
Loukaniko	
Handicapped Entrance	
North Parking Lot	
West Parking Lot	
Library parking lot	
Clay Church parking lot	
Tickets tent	
large Food Line sign on south side of building	
