



2018 COMMITTEE LIST

<p>2018 FESTIVAL Co-CHAIRPERSONS Crystal Huntzinger – chuntzinger@duluthga.net Jerry Bignotti – jerry@jerrybignotti.com</p> <p>2019 FESTIVAL Co-CHAIRPERSONS Nancy Harris – nancyharris03@gmail.com Herb Hoffman – herbhoffman50@gmail.com</p>	<ul style="list-style-type: none"> • Coordinates the entire Festival • Conducts monthly Festival meetings
<p>ARTS & CRAFTS Kathy Mumme – kathymumme@att.net Danny & Diane Williams – didanwms@bellsouth.net</p>	<ul style="list-style-type: none"> • Creates Arts & Crafts application form • Reviews Arts & Crafts exhibitor applications • Selects Arts & Crafts exhibitors and notifies them of acceptance • Collects money and submits to Treasurer
<p>CARNIVAL (SEPTEMBER 27 THRU SEPTEMBER 30) Forever Young Wayne Herman – builder3@charter.net Carolyn Herbig – carolynherbig@att.net</p>	<ul style="list-style-type: none"> • Coordinates placement of Gold Medal Shows Carnival • Distributes Carnival coupons to local schools
<p>CHRISTMAS PARTY (TBD AT 6:30 P.M. AT W.P. JONES PARK LODGE) Cheri Lawson – lawsonfrost@att.net Beth Ann Woodruff – bwoodruff@duluthga.net</p>	<ul style="list-style-type: none"> • Secures location for Holiday party • Coordinates food for Holiday party • Decorates Lodge for Holiday party
<p>CHRISTMAS TREE LIGHTING (TBD AT 6:30 P.M.) Greg Whitlock – wqwhitlock1@bellsouth.net</p>	<ul style="list-style-type: none"> • Organizes annual caroling and tree lighting event • Contacts Duluth schools for carolers • Schedules Santa's arrival
<p>CITY OF DULUTH LIAISON Crystal Huntzinger – chuntzinger@duluthga.net</p>	<ul style="list-style-type: none"> • Provides updates on happenings in the City of Duluth • Works out details of events with the City
<p>CLEANUP Kathie Herman – builder5@charter.net Don Tew – dtew@gwinnettcommunitybank.com</p>	<ul style="list-style-type: none"> • Purchases trash bags, gloves and supplies for clean-up • Recruits, schedules, and supervises Clean-Up volunteers from local school groups
<p>CLOSING FESTIVAL Kelly & Kim Kelkenberg – Kkelkenberg@bellsouth.net</p>	<ul style="list-style-type: none"> • Coordinates Festival shutdown
<p>COMMUNITY LUNCH (FRIDAY, SEPTEMBER 28 AT 11:30 A.M.) Beth Bell (Food) – mabell1014@aol.com Alexis Nash (Decorations) – alexish@wilsonlewis.com</p>	<ul style="list-style-type: none"> • Coordinates luncheon for the Festival staff, sponsors, City employees, police, firemen, and Main Street merchants • Purchases food, beverages, paper products, table decorations, and name tags • Requests Festival staff bring potluck desserts • Sets up Festival Center and decorates tables for luncheon • Serves lunch to the attendees • Cleans up after the luncheon
<p>CONCERT (SATURDAY, SEPTEMBER 22 AT 6:30 P.M.) Kay Montgomery – kay@parsonsgifts.com</p>	<ul style="list-style-type: none"> • Works with City of Duluth staff to budget for and select musical performers • Books the Concert band • Coordinates dinner for the band
<p>CONCESSION STAND Crystal Huntzinger – chuntzinger@duluthga.net Rich & Donna Daluga – rdaluga@bellsouth.net Annette McIntosh – a_mcintosh@bellsouth.net</p>	<ul style="list-style-type: none"> • Purchases food, beverages, and paper products • Contracts with ice vendor • Cooks and serves food to guests • Handles monetary transactions from guests • Collects money and submits to Treasurer
<p>DECORATIONS Mike & Gina Ringham – mikeringham@bellsouth.net</p>	<ul style="list-style-type: none"> • Locates and purchases cornstalks, pine straw, scarecrows, pumpkins, and mums • Installs cornstalks, pine straw, scarecrows, pumpkins, and mums on Festival grounds
<p>DECORATIONS AUCTION Brooks Coleman – ammcbc@charter.net</p>	<ul style="list-style-type: none"> • Coordinates auction of mums and pumpkins decorating the Festival
<p>DIRECTORY Laura & Emily Heck – HeckDesignGroup@bellsouth.net Mark Williams – mark@printingtradeco.com Kathryn Willis – kwillis@parsonsgifts.com Alana Moss – dffTabloid@gmail.com Cherie Pritchard – cheriepritchard@bellsouth.net</p>	<ul style="list-style-type: none"> • Provides entire content for the directory • Coordinates the production of Festival member's directory



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<p>EMCEES Brooks Coleman – ammcbc@charter.net Jerry Bignotti – jerrybignotti@atnex.net Johnny Phelps – jbpp0218@aol.com Jeremy Whyte – jwhyte78@hotmail.com Nancy Harris – nancyh1954@aol.com</p>	<ul style="list-style-type: none"> • Announces participants during parade • Announces Opening Ceremony • Announces entertainment • Announces Road Race and award presentation
<p>ENTERTAINMENT Festival Center Stage: Laura Godfrey – LauraTGodfrey@gmail.com Parsons Alley Stage: Scot Femmer – scotalana@charter.net Michael Robbins – Michael@thebordercollies.com</p>	<ul style="list-style-type: none"> • Creates Entertainment application form • Reviews performer applications and demo media • Selects performers and notifies them of acceptance • Creates performer schedule • Establishes and monitors parking lot for performers
<p>FESTIVAL LAYOUT Ralph Mumme – ralphmumme@att.net Danny Williams – didanwms@bellsouth.net Danielle Maynard (map) – daniellemaynard23@yahoo.com</p>	<ul style="list-style-type: none"> • Determines and marks vendor booth locations • Creates vendor map
<p>FESTIVAL NIGHT OUT (7 P.M., 1ST THURSDAY OF THE MONTH AT VARIOUS LOCATIONS) Judy McCorkle – judykmcorkle@gmail.com</p>	<ul style="list-style-type: none"> • Schedules and reserves restaurant for monthly dinner
<p>FIRST AID Cheryl MacMillan – cmacmillan@gwinnettmedicalcenter.org</p>	<ul style="list-style-type: none"> • Works with Gwinnett Hospital System to provide, locate, and staff the Care-A-Van with nurses • Recruits, schedules, and supervises nurses for First Aid station
<p>FOOD VENDORS Mell Robinson – mrobinson@rethinkgroup.org Danielle Maynard – dffFood@gmail.com Annette McIntosh – a_mcintosh@bellsouth.net</p>	<ul style="list-style-type: none"> • Creates Food vendor application form • Reviews Food vendor applications • Selects Food vendors, and notifies them of acceptance • Locates Food vendor booths • Collects money and submits to Treasurer
<p>GENERAL STORE Janet Greenwald – jgreenwald@att.com Melanie Sheldon – melsheldon@mindspring.com</p>	<ul style="list-style-type: none"> • Orders and purchases merchandise to sell in General Store • Assists guests in the General Store • Distributes T-shirts to volunteers and sponsors • Collects money and submits to Treasurer
<p>GOLF CARTS Tim Perry – tperry@blinksoft.com</p>	<ul style="list-style-type: none"> • Secures golf carts from sponsor • Transports vendors from parking to booth • Returns carts to sponsor
<p>INFORMATION, LOST & FOUND Glen Faulkner – gbfau2@bellsouth.net Bryan Johnson – bryanj@mindspring.com</p>	<ul style="list-style-type: none"> • Assists guests at the Festival • Shows and explains the Festival map to guests • Directs guests to Festival happenings
<p>KIDS' KORNER Ralph Mumme – ralphmumme@att.net</p>	<ul style="list-style-type: none"> • Reviews amusement vendor applications • Selects amusement vendors • Collects money and submits to Treasurer
<p>MAN'S CORNER Greg Pritchard – gregorypritchard@bellsouth.net</p>	<ul style="list-style-type: none"> • Solicits funding from local businesses and individuals to support the Festival • Invites sponsors to Festival functions • Collects money and submits to Treasurer
<p>MEMBERSHIP/I-VOLUNTEER Alana Moss – dffTabloid@gmail.com Manfred Graeder – dffMembership@gmail.com</p>	<ul style="list-style-type: none"> • Takes attendance at Festival meetings • Maintains membership information in database
<p>NAME TAGS Denise Montroy – dmontroy@bellsouth.net</p>	<ul style="list-style-type: none"> • Brings temporary name tags (for new members) to Festival meetings • Coordinates ordering and distribution of personalized name tags
<p>NEWSPAPER INSERTS Alana Moss – dffTabloid@gmail.com Kathryn Willis – kwillis@parsonsgifts.com</p>	<ul style="list-style-type: none"> • Works as liaison between Festival and newspaper • Writes and edits articles for magazine • Encourages local businesses to purchase ads in the magazine
<p>OPENING CEREMONY/GRAND MARSHAL Kay Montgomery – kay@parsonsgifts.com Nancy Harris – nancyh1954@aol.com Linda Storey – lstorey@gwinnettmedicalcenter.org</p>	<ul style="list-style-type: none"> • Secures the emcee, Grand Marshal, local dignitaries, and other special guests of the Festival • Plans Opening Ceremony • Honors and presents plaques to sponsors



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<p>OPERATIONS Wayne Herman – builder3@charter.net</p>	<ul style="list-style-type: none"> • Orders tents, tables, & chairs from rental company and ensures that they are installed in the proper location • Orders signs and banners from sign vendor • Orders dumpsters and port-a-potties and determines their placement on Festival grounds • Contracts electrical work and sets up temporary electricity for the Festival
<p>PARADE Debbie Bush - debhokie73@gmail.com Convertibles: Joyce McIntosh – SailingHighCs@aol.com Monitors: Tim Montroy – tmontroy@bellsouth.net Denise Montroy – dmontroy@bellsouth.net Posters: Kay Montgomery – kay@parsonsgifts.com</p>	<ul style="list-style-type: none"> • Creates Parade application form • Reviews completed Parade applications • Selects Parade participants, and notifies them of acceptance • Secures convertibles and cars for dignitaries • Create signs for VIP vehicles in the Parade • Manages participants in Parade • Secures Parade route for safety
<p>PARKING Andrew Robinson – soccerdrew93@yahoo.com Ed Wellborn – ewelborn@bellsouth.net</p>	<ul style="list-style-type: none"> • Designates & marks handicapped, vendor, & guest parking • Assists guests in parking
<p>PHOTOGRAPHY Mary Buck – marybuck1@bellsouth.net Cheryl Rosati – cherylrosati@yahoo.com Dustin Grau – dustin.grau@gmail.com</p>	<ul style="list-style-type: none"> • Photographs events during the Festival • Provides digital images of the Festival to the Festival Historian
<p>PUBLICITY Kathryn Willis – kwillis@parsonsgifts.com</p>	<ul style="list-style-type: none"> • Writes press releases and articles about the Festival and submits to various media sources, including print, radio, TV, and web • Selects advertising vehicles and submits paid and unpaid ads
<p>REFRESHMENTS (MONTHLY MEETINGS) Jean Harrivel – JeanH@perimeter.org Gretchen Staley – gwhallett@aol.com</p>	<ul style="list-style-type: none"> • Requests Festival staff bring refreshments (healthy/sweet/salty/drinks) to Festival meetings • Purchases paper products • Sets up refreshments buffet • Cleans up after refreshments meetings
<p>ROAD RACE Diann Tyrrell – dmt@bellsouth.net Greg Whitlock – wqwhitlock1@bellsouth.net Randy Sutt – rsutt@123shoot.com Gary Jenkins (coordinator) – pacesetr@bellsouth.net</p>	<ul style="list-style-type: none"> • Works with professional race coordinator to plan 5K race • Purchases food and beverages for race participants • Processes Road Race applications • Pays Festival a percentage of the Race proceeds
<p>SHUTTLE SERVICE John Martin – jmartin@gwinnettcommunitybank.com J.W Mozley – JW_mozley@Gwinnett.k12.ga.us Jerry Bignotti – jerry@jerrybignotti.com</p>	<ul style="list-style-type: none"> • Secures professional shuttle bus vendor to offer service from four or five offsite locations to the Festival grounds • Installs shuttle bus signs at pick-up/drop-off locations
<p>SIGN INSTALLATION AND REMOVAL Jim Hall – jim9jc@mindspring.com</p>	<ul style="list-style-type: none"> • Retrieves Festival advertisement signs from storage unit and installs throughout Duluth • Removes signs after Festival and returns to storage
<p>SILENT AUCTION Beth Hoffman – bethhoffman@me.com Herb Hoffman – herbhoffman50@gmail.com</p>	<ul style="list-style-type: none"> • Solicits donations, merchandise, and gift certificates from local businesses and Festival arts & crafts vendors for silent auction. • Conducts silent auction • Collects money from silent auction winners and submits to Treasurer
<p>SOCIAL MEDIA (APP/FACEBOOK/INSTAGRAM/ LINKEDIN/PINTEREST/TWITTER/WEBSITE) Wayne Herman (Facebook) – builder3@charter.net Kay Montgomery (Facebook/Website) – kay@parsonsgifts.com Alana Moss (LinkedIn/Website) – dffTabloid@gmail.com Danielle Maynard (Instagram/Twitter) – daniellemaynard23@yahoo.com</p>	<ul style="list-style-type: none"> • Coordinates changes to website content with web master • Posts Festival activities on social media sites



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<p>SOUND PRODUCTION Festival Center Stage: Mark Wettlaufer – mwettlaufer@gmail.com Calaboose & Parsons Alley Stages: Michael Robbins – michael@thebordercollies.com</p>	<ul style="list-style-type: none"> • Provisions, configures, sets up, sound systems for Festival events & Meetings-Taste of Duluth, Picnic, Parade, Entertainment, Worship Service, Xmas Tree Lighting, and so on • In conjunction with the Entertainment committee, selects entertainers and provides technical coordination with the entertainers for their performance needs
<p>SPONSORSHIP Cherie & Greg Pritchard – cheriepritchard@bellsouth.net Kathy Orcutt (Sponsor Booths) – KAOrcutt@aol.com Kathryn Willis – kwillis@parsonsgifts.com Sheldon Greenwald – sjgreen@bellsouth.net</p>	<ul style="list-style-type: none"> • Solicits funding from local businesses and individuals to support the Festival • Invites sponsors to Festival functions • Distributes plaques and T-shirts to sponsors • Collects money and submits to Treasurer
<p>SUNSHINE SCARECROW & HOSPITALITY Jean Harrivel – JeanH@perimeter.org</p>	<ul style="list-style-type: none"> • Sends greeting cards to Festival members in the event of sickness, sad, or happy news • Performs as the Festival mascot
<p>T-SHIRTS Kim Craig – kcraig@brittingham-assoc.com Kathy Orcutt – KAOrcutt@aol.com Kay Montgomery – kay@parsonsgifts.com</p>	<ul style="list-style-type: none"> • Works with Membership Chairperson to estimate the number of T-shirts needed • Orders Festival T-shirts from vendor • Coordinates distribution of T-shirts
<p>TASTE OF DULUTH (THURSDAY, SEPTEMBER 13 AT 6:30 P.M. AT THE PAYNE-CORLEY HOUSE) Alexis Nash – alexish@wilsonlewis.com Shannon Brabner - shannon.brabner@yahoo.com</p>	<ul style="list-style-type: none"> • Contacts restaurants and musicians for a food-sampling event to honor Festival sponsors • Recruits, schedules, and supervises Taste of Duluth volunteers
<p>TELEPHONE Wayne Herman – builder3@charter.net</p>	<ul style="list-style-type: none"> • Listens to incoming Festival messages and distributes messages to appropriate committee for follow-up
<p>TRAFFIC & SECURITY Jim Dugan – James.t.dugan@att.net</p>	<ul style="list-style-type: none"> • Coordinates with Duluth police to provide security during Festival
<p>VENDOR ASSISTANCE (UNLOAD/LOAD) Steve Lynn – GTISYE73@charter.net</p>	<ul style="list-style-type: none"> • Unloads and unpacks vendor merchandise • Packs and loads vendor merchandise
<p>VENDOR CHECK-IN/CHECK-OUT Emily MacKenzie – emily.w.mackenzie@gmail.com Billy Jones – jonesb21@bellsouth.net Jim Dugan – James.t.dugan@att.net</p>	<ul style="list-style-type: none"> • Directs vendors to their assigned booth space • Directs vendors out of the Festival area
<p>WORSHIP SERVICE Ken Willi – kennethwilli@bellsouth.net</p>	<ul style="list-style-type: none"> • Contacts local church to provide Sunday morning worship after the Road Race
<p>ZONE COORDINATORS Deb Schmid – debjschmid@yahoo.com Adam Davidson – joinga112@aol.com</p>	<ul style="list-style-type: none"> • Secures & returns walkie-talkies • Distributes walkie-talkies to Zone Coordinators and other Festival staff
<p>DULUTH FALL FESTIVAL, INC. President – Kathryn Willis – kwillis@parsonsgifts.com Secretary – Alana Moss – dffTabloid@gmail.com Treasurer – John Martin – jmartin@gwinnettcommunitybank.com</p>	<ul style="list-style-type: none"> • Manages corporate operations of the Festival • Tracks and processes accounts receivable and accounts payable for Festival • Reimburses Festival staff for out-of-pocket expenditures