

## **PROGRAM MANAGER**

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### **Functions**

#### **Communications**

Reserve library windows for ad, and Community House for reception; contract artist for home drawings; arrange with Printing Company for posters, tickets, and brochures; contact ticket outlets to confirm participation, notify Village Parks/Rec for lamp post & large park banners, and Police Departments of date and homes on Tour; schedule final walk-through of all homes; deliver home drawings and personal thank you notes to homeowners; communications with homeowners for florist activities and walk through.

#### **Publicity**

Submit articles to AAUW newsletter on tour updates and results.  
Help on written home descriptions for tickets and publicity.  
Send out complimentary tickets (homeowners, sponsors, donors, florists, caterers).

#### **Administration**

Update Co-Chair binders; take an inventory of items, supplies needed for tour; review existing signs and banners— order new as needed; order stationary / envelopes / nametags; schedule committee meetings; get orange “No Parking” cones from Village.

#### **Manage Timelines – Marketing**

Initiate: Home Selection, and sponsorship activities; recruitment of florists, caterers, and in-kind donors for Tour Reception; recruitment of 40 Home tour committee members, head hostesses and more than 200 volunteers, including high school students; contacting magazines and newspapers for feature articles; taking home exterior photos for house drawings & media ads; mailing ticket order brochures to mailing list;  
Distribute tickets to ticket outlets, lamppost and park banner to Park office, posters for library window and stores in the village.

#### **Finance**

Finalize & submit treasurer financial report on expenses and profits from ticket sales; pay balance due on Community House rental.