

Attachment to Letter of Understanding for EXHIBITOR:

Weeks Prior to Opening	Tasks	Exhibitor	WAC	Notes
8	E-mail digital photo and bio to sean@squinn.com & grateful1@patmedia.net & wacenter@optonline.net	x		
8	Identify exhibitor's Volunteers	x		
8	Identify WAC's Volunteers		x	
8	Submit Ads to Newspapers		x	
8	Request Non Profit Code for discounted postage or use first class postage	x		using the non profit code requires presorting by zip code and dropping off at the Plainfield post office
8	Upload Photo and Bio to WAC's Web Site		x	
6	Design & Print Post Card	x		
6	Approve Post Card		x	
6	Print Mailing Labels for Post Cards (Personal List)	x		
6	Print Labels for Post Cards (WAC List)		x	
4	Presort Post Cards by Zip Code if using Non Profit postage	x		
4	Send Post Cards at Plainfield Post Office if using Non Profit Postage	x		
2	Submit Personal E-mail List	x		
2	Send E-mail Invitations?		x	
2	Order Musician (optional)	x		
2	Order Catering (optional)	x		
2	6 x 4 foot Weather Proof Banner (optional)	x		
1	Poster on Easel (optional)	x		
1	Obtain "Boom Box" for music/atmosphere (optional)	x		
1	Obtain Table Cloths & Lamps if Desired	x		
1	Title & Pricing Labels	x		
1	Title & Pricing Sheet	x		
1	Hang/Install Artwork	x		
0	Setup Reception	x		someone will let you in 12PM
0	Reception Speech (if available)		x	

Additional Provisions:

EXHIBITOR _____

WAC _____