

1.C.11. OPTIMIST DIVISION 1 – INVITE DIGNITARIES

1. Liaise with 1.B. Sunday Coordinator and 1.C.5. Windup Banquet and Ticket Sales Coordinator as needed

TASKS:

2. Obtain Copies of 2014 or Previous Year's Form Letters (1.C.11.a. Optimist Division 1 Invite Dignitaries Letter)
3. One month in advance of banquet, invite the following:
 - a. Sponsors:
 - i. Highpoint Construction Ltd., Roy and Julie Beugelink, enquiries@highpointconstruction.ca, 604-857-1220 or 604-857-1279
 - b. Optimist Representatives:
 - i. Abbotsford Optimist Club President, Chris Kelly – kellyparks@telus.net, 604-744-9382
 - ii. Coquitlam Optimist Club President, Hal Griffin - halgriffin@shaw.ca, 604-727-8644
 - iii. Optimist Junior Interclub President – Roberta McCrady
 - c. Local Media:
 - i. Langley Advance, Troy Landreville – sports@langleyadvance.com
 - ii. Langley Times, Gary Ahuja – sports@langleytimes.com
 - d. Host Curling Club Representatives:
 - i. Langley Curling Centre Manager – Nigel Easton and Robyn Parkes
 - ii. Langley Curling Centre President – Troy Matsumiya
4. Two weeks in advance of Banquet:
 - a. Follow up with all invitees to confirm names and attendance
 - b. Tickets to this group are complimentary except Optimist Club Members
5. One week advance of Banquet:
 - a. Advise Windup Banquet and Ticket Sales Coordinator of final count of dignitaries, Sponsors and Optimists (collect money from Optimists just prior to the Banquet).
6. Edit this task description as required and report to Optimist Division 1 Manager within 2 weeks following the Optimist Division 1 Banquet

Estimate annual volunteer hours for this Task