

The following is the first draft of an attempt to estimate the number of people required for specific area of the weekend. In many cases the entry appears in more than one place, because I wasn't too sure where the responsibility should be. Provided for discussion and input.

REGISTRATION

- Assembly of registration packages
- Computer equipment
- Programming for computer
- Correspondence/confirmation

PUBLICITY

- Welsh American newspapers
- Local radio and TV
- Welsh Societies mailings
- Welsh TV (SC4)
- Local churches
- Local papers
- "Greetings" letters
- Local sponsors for program

PRINTING

- Program
- Addendum
- Alphabet for registration
- Eisteddfod program
- Names for Family Trees

TEA ROOM

- Interface with Hotel(s)
- Local sponsorship

BANNERS

- Installation at hotel
- Installation at MC
- Removal from hotel
- Removal from MC

FACILITIES

- Tables for registration
- Information tables

Set up for Family Tree in WG
Piano for Eisteddfod
Piano for informal singing
Set up for Market Place
Explanation of parking policy

FUND RAISING

Local business sponsorship
Local and State grants
Welsh Tourist Board

GRAND BANQUET

Invocation
Menu selection
Master of ceremonies
Vocal presentation
After dinner speaker
Benediction

MARKET PLACE

Contact Vendors
Set up by vendors
Breakdown by vendors
Security

EISTEDDFOD

Piano
Program
Adjudicators

CONCERT

Shell/risers
Choir checkout
Seating
Acoustics
Piano
Organ

TOURS

Signs
Costs

Bus for handicapped

SHUTTLE BUSES

Handicapped Bus
Posted schedules

NOSEN LAWEN

Opening prayer
Welcome
Opening remarks
Master of Ceremonies
Piano
Accompanist

TE BACHS

Cost
Set-up
Clean-up
Interface with hotel and MC

INFORMAL SINGING

Piano
Large print song sheets

OVERFLOW HOTELS

Coordination with Hyatt
Bus schedule

MEETING ROOMS

Signs
Audio/visual equipment

FAMILY TREES

Construct sign posts

CIVIC WELCOME

Location
Invitations
Integration with rest of program

GYMANFA

Piano
Organ