

## EXHIBIT B

### 2025-2027 State of the City Address City Chamber Tasks

Assigned To:		Task
Chamber/City		Form SOTC Committee and form bi-weekly meetings.
Chamber/City		Update City and Chamber websites with event information. Information should be consistent on both websites.
Chamber/City		Update Mailing Lists of Invitees.
Chamber/City		Send digital Save the Date to Contacts (City and Chamber to each send separate emails to their own contacts).
Chamber/City		Combine City and Chamber Mailing Lists. Remove duplicates and ensure attendees from previous year's event are included. Create labels for bulk mailing.
Chamber/City		Establish brand consistency for printed materials in consideration of cost efficiency
Chamber		Complete mailing through bulk mail - (allow 5 days processing time).
Chamber		Coordinate Online Registration for Event.
Chamber		Coordinate RSVPs (Chamber responsible for coordinating all RSVPs with the exception of those designated by City).
Chamber		Collect/Pay Invoices, purchase all supplies.
Chamber		Hire an event photographer.
Chamber/City		Create and send list of photo shots to photographer.
Chamber		Get Floral Centerpieces Quotes.
Chamber		Order flowers for event.
Chamber		Order Conference-Style Lanyards, Name Badges, and Ribbons; consider cost efficiency
Chamber/City		Coordinate seating assignments.
Chamber		Print Name Tags, Place Cards, and veggie tickets; consider place cards only and meal option tickets
Chamber		Bring Welcome Signs.
Chamber		Send logistics email to all attendees (City to provide language).
Chamber/City		Determine Sponsor Levels.
Chamber/City		Update City Sponsor List and send to Staff for Review/Chamber to Update their sponsor list. Lists should be combined and checked for duplicate
Chamber		Mail Sponsor Letters.
Chamber		Update Chamber website to allow payments for Sponsors and Tickets (All language should be consistent with City website info/sponsor levels).

## EXHIBIT B

### 2023-2024 State of the City Address City Chamber Tasks

Assigned To:		Task
Chamber/City	Divide sponsor list for follow-up. City to follow-up with their contacts and Chamber to follow-up with their members contacts.	
Chamber	Collect and Track Sponsorships.	
Chamber	Coordinate Collection of Sponsor Logos.	
Chamber	Coordinate printing of Sponsors Banners.	
Chamber	Determine how many tables are needed for Sponsor display items.	
Chamber	Create Slideshow of Sponsors/Advertisement Names to loop during dinner.	
Chamber/City	If applicable - determine guest favor; Chamber to purchase; consider cost efficiency	
Chamber	Purchase and Wrap Gift Certificate for Emcee.	
Chamber	Coordinate RSVPs for Sponsor Reception and regular event. (Follow-up to confirm attendees names).	
Chamber	Assist with check-in/ticketing system for Sponsor Reception and regular Event.	
Chamber	Send logistical information to attendees prior to Sponsor Reception (City to provide language).	
City/Chamber	Obtain food and beverage menu/prices for Sponsor Reception.	
Chamber	Provide final count to Caterer.	
Chamber	Chamber to solicit menu/price for lunch (Menu to Include Veggie Dish)	
Chamber	Solicit Mayor's Input on Menu (coordinate through City staff)	
Chamber	Coordinate Meeting date with Caterer and City to review Logistics	
Chamber	Sign Catering Contract	
Chamber/City	Meet with Caterers (Select napkin and linen color, napkin fold, garnish, table numbers)	
Chamber	Send Caterer final meal count	
Chamber	Send Caterer final agenda, set-up, number of meals, and list of special meals at table	
Chamber	Get final counts for boxed lunches from City	
Chamber	Order Boxed Lunches - High School Entertainment, Color Guard	

## EXHIBIT B

### 2023-2024 State of the City Address City Chamber Tasks

Assigned To:		Task
Chamber		Day of: Bring Ice Chest of Water and Sodas for "Green Room"
Chamber/City		Review Agenda with the Caterers
Chamber/City		Prepare Expense/Profit Summary Report
Chamber		Pay Outstanding Invoices
Chamber/City		Send thank you letters for sponsors