

Monsoon Madness Sign & Graphics Responsibilities

1. Design, print or have printed signs, as required by committee.
2. Store all signs and related equipment in storage bin.
3. Print Inventory List
4. Design and print flyer and bookmarks.
5. Design and print layout of Monsoon Madness.
6. Prior to Monsoon Madness make sure all signs and posters have correct dates and times. (Change yearly)
7. The Friday prior to the event post all posters and related information to sandwich boards.
8. Day of event:
 - Arrive at 5:30 am to set up sandwich boards on street routes.
 - Attach vinyl banners to appropriate EZ-ups.
 - Put horticultural signs on pot/posts and related signs, i.e. handicap, volunteer parking, exits, etc.
9. Post event:
 - Collect sandwich boards and remove all attached signs.
 - Remove all banners from EZ-ups
 - Take all signs off posts and related postings.
 - Store all signs and related equipment in storage bin.
 - Check all signs for damage and replacement.
 - Print inventory with damage information for following year.