

PROJECTS & WORK 2022

Video Promo's
Window Sign Code

DDA Appearance
Property Donation

2Rivers Marketplace
Portland Prime

Volunteer Recruitment
Block Captains

Budget
Fireworks
Beerfest
TIF Ammend
HolidayFest

Website & DataBase
Ordinance Update
Kent St StreetScape
Small Business Saturday

MEMBERS

2nd Tuesdays 6:15pm - 7:30pm

Plan / Months
Yellow = Ongoing

Name	Plan 1	Plan 2	Plan 3	Plan 4	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
CORY	(B)udget	(W)eb/DB	(BF) BeerFest	Volunteer Recruit	B - W	W FireW	W	BF	B	BF	BF	B - BF	sBs	B	sBs	HF
LEO	(O)rdinance	(BF) BeerFest	TIF	2RivMkt	O	O	O	O - BF TIF	TIF	BF TIF	BF TIF	BF TIF	TIF	TIF	TIF	TIF
JIM	(B)udget			Portland Prime	B				B			B		B		HF
MARGERY	(O)rdinance				O	O	O	O								
TUTT	(O)rdinance	StS StreetScape	TIF		O	O	O	O - TIF StS	TIF	TIF	TIF	TIF	TIF	TIF	TIF	TIF
TOM																
JASON	(O)rdinance	(F)ireworks		Volunteer Recruit	O - F	O	O - F	O	F		F				HF	
DANA	(BF) BeerFest	(F)ireworks	sBs	Block Captains	F		F	BF	F	BF	BF - F	BF	sBs	sBs	sBs	HF
Shirley	(F)ireworks	HolFest			F		F		F		F			HF	HF	HF
Mike	(O)rdinance				O	O	O	O								
Becky	(O)rdinance		Block Captain	Volunteer Recruit	O	O	O	O								
Mandy	(F)ireworks	sBs	HolFest		F		F		F		F		HF-Balls sBs	HF sBs	HF sBs	HF

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BUDGET

Jan / May / Aug / Oct

Plan / Review / Reccomend / Present

Date	Lead	Team	Team	Assist	Outline
TEAM	TINA	Jim	Cory	MINDY	
JAN FEB				Review Mid-Yr Board Vote	Project 2022-23 FY Present to Board
MAY				Review Yr-End	Project Adjustments Present to Board
SEPT OCT				Review Yr-End Board Vote - If Necessary	Project Adjustments Current FY Present to Board

WEBSITE & DATABASE

January thru April

Communication - Design - Launch

Date	Lead	Team	Team	Assist	Outline
TEAM	Tina	Cory			
JAN				Connect with Nation Team - Build Spreadsheet / Download Files from Current site to SAVE Define 100-150 to offer build out to	
FEB				Select Template / Photos / Layout	
MAR				Launch and Communicate	
APR				Sales of 6 Primary Ads for \$500 / Business	

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ORDINANCE UPDATE RECCOMENDATIONS

Appearance / Repair / Maintenance - COMMERCIAL PROPERTY
What IS and is NOT wanted

January thru April

Date	Lead	Team	Team	Assist	Outline
TEAM	TINA Leo	Tutt Jason	Mike Becky	Margery	
JAN					Team presents and discusses what they don't wan't to see in the district
FEB					Tina Gather Info from other communities / similar size & biz demographics
MAR					Team reviews and researches
APR					Team Refines and Comes up with a Proposal to present to Board and City Council

FIREWORKS

4 Year Plan

April - July

2022 - 2025

Date	Lead	Team	Team	Assist	Outline
TEAM	Tina Dana	'22 Tutt Shirley	'23 Jason '24	Mandy '25	
JAN					Date Selection
FEB	Cory / Tina				Communication / Book Melrose
MARCH					Sponsorships / Explore Non-Profits to take over
MAY					City Council / Volunteers
MAY					First Responder Services
MAY					Sign Up Genius
JULY					Fireworks!!

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BEERFEST

January - August

3b Best BF ot Bridge Ever

Date	Lead	Team	Team	Assist	Outline
TEAM	Tina	Dana	Leo	Cory	
Feb	Tina CW				Board Approval - Liquor License & Contract Paul Starr
March	TinaCW				cost of sales Set Up EventBrite - Online Ticket Site
March	Tina CW				Open Ticketing April 2 - May 15 GA \$20 VIP \$30 May 16 - July 15 GA \$25 VIP \$35 July 16 - Aug 10 (until sold out) GA \$30 VIP \$40 Any Day of Availability \$40 GA only
April	Tina CW				Apply for Licenses & Liability Ins
April	Tina CW				Book Stage & Entertainment 2-3 Acts - Also book & DetermSound / Stage (MI Steele
April	Tina CW				Promotion Schedule See Breakout in Budget Tab below - Bi z Cards, Posters, General Video, Q106, Facebook, Banners, Print Ads, Give Away
April	Tina CW				Sign Up Genius
April	Tina CW				Event Layout
April	Tina CW				Order Glasses (Pints & Sample) Pint 290? 15cases, 24/case? Sample Day Of 756? 21 cases 36/case?
May	Tina CW				T-Shirts (sponsors?) One dry wine requested from each winery Cider - Uncle Johns & Painted Turtle(Lowell)
April	Paul Starr				Book Breweries
May	Tina CW				Sponsor Packages Updated - Sponsors Approached
May	Tina CW				Enlist Portland PD
May	Tina CW				Road Closures - Application
May	Tina CW				Order Rentals
May	Tina CW				Wood for Tent Set Ups on Bridge Durrant Brothers
June	Tina CW				Volunteer Check In & Relief Summit Digital
June	Tina CW				Paid FB Promotions
July	Tina CW				Heavier Promotions with Sponsors
July	Tina CW				Road Closure Notificatons Newsletter, Printed & Delivered, Emails
July	Mandy Johnston				Get Organized for Wine Tent Set Ups x3 Containers, Coolers & Ice 6 Wine Openers water & Water Bucket

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KENT STREETSCAPE

Begin March / April

Communication - Design - Launch

Date	Lead	Team	Team	Assist	Outline
TEAM	TUTT	Tina			
MARCH					
APRIL					Start with FV - Renderings Requested
					Outline further plans as we move forward and bring teams / board / council and community involvement
MAY					Communications / Define Assets to Manage
JUNE					Build g Person Resident Group
JULY					
AUGUST					
SEPT					
OCT					
NOV					

TIF AMEND

Begin April / May

Asset Mgt / Wayfinding / Keusch Bldg / Other

Date	Lead	Team	Team	Assist	Outline
TEAM	TUTT	Tina	Leo		
APRIL					Begin Process
MAY					Communications / Define Assets to Manage
JUNE					Build 9 Person Resident Group
JULY					
AUGUST					
SEPT					
OCT					
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SM BIZ Saturday

Aug - Nov

November 19 & 26

Date	Lead	Team	Team	Assist	Outline
TEAM	Tina	Dana	Mandy	Cory	
AUG					Sign Up Google Docs
SEPT					Call & F/U with Businesses
OCT					Promotions
NOV					Welcome Station - Nov 19

HOLIDAY fest

Sept - Dec

November 19 & 26

Date	Lead	Team	Team	Assist	Outline
TEAM	Tina	Mandy	Mandy	Shirley	
	Dana	Jason	Jim & Denise	Cory	
SEPT					Sign Up Google Docs Verify with Components
OCT					Call & F/U with Businesses / Sign Up Genius Promotions
NOV					Distrubute Promo's / Balls
DEC					EVENT

ONGOING

Date	Lead	Team	Team	Outline
BLOCK CAPTAINS	Tina	Dana	Becky	
2Riv Mkt Biz Incubator	Tina	Leo	Manage current businesses Profit Tax Filing	Non
Volunteer Recruitment	Cory	Jason	Becky	
Portland Prime	Tina	Mindy	Jim	

TINA

Date	Day	Completed	Outline
		X	Property Donation Garage Door Wrap - United Sign
			Window Sign Ordinances
			District Apearance - Summer Weeds, etc. Decor
			Video Promo
			Facade / Sign Incentives for 2023-24 July 2023