

# Business Fair Committee

## FACT SHEET

### All Committee Members

Woodbury Days Council Members meet quarterly on the third Wednesday of the month in January, April, July and October. In addition, we meet weekly the 4 weeks prior to the event on Wednesdays and the Wednesday after the event. All Committee Members are expected to attend these meetings. We also ask that all committee members are present during the three days of the event, as possible.

All committees require a fair amount of work, therefore we have multiple people on each committee along with a Chair and Co-Chair leading each committee. The descriptions below are not all inclusive but rather intended to be an overview of the duties involved. We have a Timeline that outlines in detail all duties required for each committee. **Important Note:** The responsibilities listed below refer to the committee as a whole, not each individual member of that committee.

### Committee Chairs and Co-Chairs

In addition to needing Committee Members, each committee needs a Chair and Co-Chair. WDC needs people that would like to lead the committees and make sure all duties of that committee are completed. The Chairperson would delegate, organize and keep track of the tasks that are needed for the committee they are in charge of. They are responsible for making sure all tasks are completed by committee members in a timely manner.

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### Business Fair Committee Summary of Responsibilities

- Update Business Fair applications with any changes needed from the previous year.
- Communicate to all past Business Fair participants that the application is available on the WDC website.
- Process all Business Fair applications and track down any missing documents from participants.
- Maintain a mailing list of all participants.
- Answer all Business Fair questions from participants promptly.
- Complete deposit spreadsheet for all money received from Business Fair applications. Send copy of spreadsheet and checks to WDC Treasurer in a timely basis.
- Assist in mapping out the Business Fair booth locations at the park.
- Coordinate and deliver the Vendor Information meeting for Business Fair Participants.
- Update and maintain the Timeline for the Business Fair Committee.

### Business Fair Committee Time Commitment

- January - March: approximately 2-3 hours per month.
- April - July: approximately 6-8 hours per month.
- August: approximately 20-25 hours per month plus the weekend of the event.
- September - December: approximately 2-3 hours per month.

### Business Fair Committee Beneficial Skills and Attributes:

- Ability to work well with other committee members and distribute work load equally among members.
- Desire to build relationships and trust with businesses in the community.
- Comfortable soliciting businesses to participate in Woodbury Days.
- Good at problem solving in a positive way.
- Strong computer skills with the ability to learn new software programs as needed.
- Strong data entry skills.
- Good communication and organizational skills.
- Great committee for business owners or sales people that are looking to connect with other businesses.

