

## 2020 Historic Preservation Month Task Assignments

Preservationist of the Year Award <ul style="list-style-type: none"> <li>Members provide nominations &amp; vote</li> </ul> Order PofY Award Pick up PofY Award	March HPB meeting  Staff HPB Member	Crown Trophy
Flyers <ul style="list-style-type: none"> <li>Finalize flyers for kick off and PofY events</li> </ul> Place order for kick off & PofY flyers Pick up and distribute flyers	March HPB meeting Staff HPB Member	Kinane
Event calendar <ul style="list-style-type: none"> <li>Create calendar of events</li> </ul> Stuart News – insert <ul style="list-style-type: none"> <li>Insert quote</li> <li>Calendar copy submission</li> <li>Calendar insert pick up</li> </ul>	Members finalize calendar insert copy no later than March 31 to meet TCPalm deadline  Staff Staff HPB Member	
Event planner <ul style="list-style-type: none"> <li>Request quotes for planner services</li> </ul>	Staff	
HPB Events <ul style="list-style-type: none"> <li>Promotion - County website &amp; social media</li> <li>Contact person for the public inquiries</li> <li>Contact person for event planner</li> </ul>	Staff HPB Member HPB Member	
Stuart News promotional column	HPB Member	
Other / Miscellaneous		

