

MIRA MESA TOWN COUNCIL 4TH OF JULY COMMITTEE

PURPOSE:

Our Mission is to:

- Provide a family friendly way for the community to enjoy Independence Day.
- Raise money to continue to sponsor the event on a yearly basis.

COMMITTEE:

- The Executive Board of the MMTC shall appoint the chairman of the 4th of July Committee.
- The chairman will coordinate the committee's actions.
- The MMTC President and Officers are responsible for the general oversight of the 4th of July event.

MEETINGS AND OFFICERS:

- The 4th of July event is held each year on July 4th.
- The committee shall meet starting in January through September. In June the committee will meet weekly.
- Sub-Committees shall be formed and meet at the discretion of the Chairman and its members.
- Committees will include, but are not limited to:
 1. Parade – Complete and deliver City of San Diego Special Events application; update and mail parade application; contact VIPs and ensure transportation is available for them during parade; collect completed applications, set parade divisions and create parade commentary; Apply for staging area use; set up and manage parade staging area on parade day; Step off and manage parade; clean-up staging area and transport all materials to park.
 2. Children's Activities – Coordinate and manage all game booths, stages, and games in Children's area; obtain sponsors for game booths; rent and set-up all games; keep area safe for children attending.
 3. Vendors – Update vendor application and make available to prospective vendors; set-up and manage vendor area; make sure all vendors have proper permits and licenses prior to event day; communicate with special events personnel to ensure regulations for vendors are followed.
 4. Entertainment - Work with rental equipment committee to obtain main stage; work with vendor committee to place stage; provide program committee with list of entertainment groups and their schedule; obtain and manage entertainment on event day.
 5. Fundraising – Work year round to obtain donations for event; help children's activities and vendor committees in obtaining sponsors/vendors for booths.
 6. Rental Equipment – provide/rent port-a-potties and sinks, main stage, chairs, tents, dumpsters, etc for event day.
 7. Public Relations – Responsible for all event Promotion, Advertising and Program.

Treasurer of the 4th of July committee shall deposit all checks from vendors, donations and parade participants; pay bills and give a financial report to the Town Council monthly.

Each officer shall keep a file of pertinent information, pass it on to the following year's officer and make a copy available to the committee secretary.