

Exhibit A

Scope of Work

January

Easter Egg Hunt (to be held on the Sunday before Easter)

Sell event sponsorships and get contracts signed

Hold committee meeting

Consider ads on different radio stations instead of just Sunny-FM- reach a broader group

Submit information on all events to the Wenatchee Valley Chamber website

Get banners made

Classy Chassis (to be held 2nd weekend of Apple Blossom)

Sell event sponsorships and get contracts signed

Confirm trophy sponsorships

DJ

Hold committee meeting

Post vendor information on city's website

Send out vendor application packets

Get banners made

Wings & Wheels (to be held first Saturday in October)

Sell event sponsorships and get contracts signed

Hold committee meeting

Post vendor information on city's website

Send out vendor application packets

Sell event sponsorships and get contracts signed

Get banners made

Submit ad for Festivals and Directories listings

EWEB

Hold board meeting

February

Easter Egg Hunt

- Hold committee meetings
- Send donation letters (include JoAnn's Hooked on Toys, etc)
- Take donation request letter to Target
- Get flyer approved at both school districts
- Meet with Sunny FM and other radio stations
- Post on NCW Events
- Get signed contract with Fred Meyer (main sponsor)

Classy Chassis

- Have car registration forms printed
- Have posters printed
- Hold committee meeting
- Take car registration forms & posters to Les Schwab (EW & Wenatchee)
- Meet with Sunny FM and other radio stations
- Order Merchandise
- Post on NCW Events

Wings & Wheels

- Hold committee meetings

EWEB

- Hold board meeting

March

Easter Egg Hunt

- Hold committee meeting
- Get flyers and banners printed
- Contact Anita at Nickel Ads and place ad
- Order goodie bag items
- Deliver flyers to schools
- Send PSA's to Wenatchee World and Empire Press; Local TV
- Submit for cashboxes

Classy Chassis

- Hold committee meeting
- Mail registration forms
- Line up radio ads (Sunny Fm & other radio stations)
- Send special entries, dignitaries, and dignitary car signs
- Order dash plates
- Update ballots
- Do thank-you notes
- Update road closure fax
- Update letter to EHS
- Update letter to Georgia Street residents
- Update letter to businesses
- Update confirmation letters
- Run Classy Chassis passes
- Collect items for goodie bags (send information to Wenatchee Valley Chamber)
- Do display case
- Order porta-potties
- Make map for detour from 3rd St to Highway

Wings & Wheels

Hold committee meeting

Update postcard/registration forms for Classy Chassis goodie bags

Email and confirm with Colonial Vista about shuttle bus

Meet with Brooke about Kids' Day Activities

EWEB

Hold board meeting

April

Easter Egg Hunt

Hold committee meeting

Put up banners

Get candy

Confirm set up

Take items to EMPD office and pick up key

Get cash for cashboxes

Load trailer and van

Do on-hold message on office phone

Do volunteer list

Do thank-you notes

Hold re-cap meeting

Classy Chassis

Hold committee meeting

Place Apple Blossom Festival section ad with Wenatchee World

Submit donation request form to Pepsi for pop and water

Have dignitary signs printed. Check with East Wenatchee City Council on who is attending parade

Print VIP passes

Print Peoples' Choice ballots

Do sponsor gifts

Classy Chassis (cont)

- Do Dealership ballots
- Do Mayor's ballot
- Send Dealer confirmation letters and passes
- Finalize goodie bags
- Place final merchandise order
- Send letters to Georgia Street residents
- Send letters to businesses
- Send confirmation letters
- Make dignitary clings
- Confirm vendors
- Send vendor information to Health District
- Deliver sponsor gifts
- Order cash for cash boxes; contact Vickie @ Banner Bank
- Order plaques and trophies
- Make winner tally sheet
- Confirm dignitary drivers
- Determine parade line-up & discuss with committee. Once finalized send it to Wenatchee World
- Contact local TV stations to get parade broadcasted live
- Fax road closure notice to various agencies and put on city's website
- Send letter to EHS
- Stuff goodie bags
- Do park layout
- Get zip ties and nine cans of marking paint
- Print vehicle registration cards
- Do volunteer schedule
- Pick up cash for cashboxes
- Pick up plaques and trophies

Classy Chassis (cont)

- Print alphabetical registration list
- Print class registration list
- Load trailer and van
- File registrations by class
- Print final master registration list
- Charge credit card machines each night

Wings and Wheels

- Hold committee meeting
- Sell Schedule of Events publication sponsorships
- Meet with Brooke about Kids' Day activities

EWEB

- Hold board meeting

May

Classy Chassis

- Send after event post cards-plaques and trophies
- Take down display case
- Get gifts for committee members
- Send thank-you notes
- Send recap invitations
- Hold recap and celebration
- Send remaining merchandise to the Wenatchee Valley Museum to sell

Wings & Wheels

- Hold committee meeting
- Contact Nickel Ads re: Destination WA ad
- Ask In-Print to format and print poster
- Send out registration forms (send 1,000 to Cruzin Magazine, send to Canada)

Parkway Pile-up (to be held last Saturday of June)

- Order merchandise, if needed

Parkway Pile-up (cont)

- Contact DJ
- Have posters printed
- Mail information
- Arrange advertising

EWEB

- Hold board meeting

June

Wings & Wheels

- Sell sponsorship ads for W&W Schedule of Events Brochure
- Do lay-out of W&W Schedule of Events Brochure
- Hold committee meeting
- Put poster on website
- Confirm shuttle bus with Colonial Vista
- Contact Red Apple Flyers
- Arrange for Miss Veedol fly-over

EWEB

- Hold board meeting

July

Wings & Wheels

- Hold committee meeting
- Submit information to NW Events
- Order dash plates
- Distribute Schedule of Events and posters

August

Classy Chassis

- Submit festivals and directories listings

Wings & Wheels

- Hold committee meetings

August (cont)

Wings & Wheels

- Submit information to NW Events & Wenatchee Valley Chamber
- Pick up dash plates
- Take things to Les Schwab stores
- Contact Wenatchee World to place ad
- Get flyer approved by both school districts
- Email ads to Sunny FM & other radio stations
- Do on-hold message
- Order plaques and trophies
- Order merchandise
- Print registration forms
- Have Kids' Day flyer printed

Wings & Wishes

- Advertise for Christmas tree donation
- Confirm who will be Santa

EWEB

- Hold board meeting

September

Classy Chassis

- Hold committee meeting
- Work on design

Wings & Wheels

- Hold committee meeting
- Do display case
- Order porta-potties
- Order stage cover & confirm
- Confirm vendors
- Send vendor information to Health District

Wings & Wheels (cont)

Place final merchandise order
Submit payment for cashboxes, DJ, etc.
Contact sponsors re: booth space at the park
Pick up plaques and trophies
Distribute Kids' Day flyers to schools
Contact Nickel Ads & Wenatchee World for ad
Confirm booth and wheels donated by Les Schwab
Order cash for cash boxes; contact Vickie at Banner Bank
Get sponsor gifts
Get cash for cashboxes
Get pop & water for volunteers
Finalize park layout
Deliver sponsor gifts
Send sponsor list and Miss Veedol information to DJ
Do on-hold phone message

Wings & Wishes

Hold committee meeting
Contact Wenatchee World for ad

EWEB

Hold board meeting

October

Classy Chassis

Submit information to Inland NW Car Club
Hold committee meeting

Wings & Wheels

Thank you notes
Hold recap and celebration

Wings & Wishes

- Hold committee meeting
- Order glow sticks and pins
- Update flyer
- Send flyer to ESD & WSD for approval
- Print flyers
- Post on NCW Events
- Schedule Christmas window painting with Brandi Darnell

EWEB

- Hold board meeting

November

Classy Chassis

- Hold committee meeting
- Send WVVB Visitor Guide to Wenatchee World
- Submit Apple Blossom Festival event application and narrative
- Submit WFEA calendar of events information
- Submit information for "Good Guys Rod Run"; Old Timers; Inland Northwest Car Club Council -event schedule

Wings & Wheels

- Hold committee meeting
- Send WVVB Visitor Guide to Wenatchee World
- Send WFEA calendar of events information
- Submit information for "Good Guys Rod Run"; Old Timers; Inland Northwest Car Club Council -event schedule

Wings & Wishes

- Hold committee meeting
- Get Santa chair
- Check sound system and Christmas music
- Send a to Wenatchee World and Nickel Ads

Wings & Wishes (cont)

- Contact Sunny FM & other radio stations
- Distribute flyers to Eastmont and Wenatchee schools
- Order cookies through Glaze
- Do display case
- Do on-hold message

Parkway Pileup

- Submit information for "Good Guys Rod Run"; Old Timers; Inland Northwest Car Club Council -event schedule

EWEB

- Hold board meeting

December**Wings & Wheels**

- Hold committee meeting
- Work on next year's design

Wings & Wishes

- Put glow bracelets together
- Get refreshments
- Get tablecloths, napkins, cups, 'smores ingredients
- Get gift for Santa
- Do thank you notes

EWEB

- Hold board meeting
- Look for email from Eastmont Parks to reserve the park for all 3 events