



Advisory Committee Members	Roles	Responsibilities
<ul style="list-style-type: none">• Lisa Gordon Cain• Open	Vendor Coordination	Communicate location assignment. Ensure vendors are properly set up. Address any concerns related to vendors. Collect feedback from vendors' post-event.
<ul style="list-style-type: none">• Karena Bibbins-McKeever• LaToya Hearn	Entertainment Coordination	Ensure performers are ready and on time for their sets. Coordinate audio/visual needs and stage access. Support transitions between performances.
<ul style="list-style-type: none">• Curtis Raynor• Amber Kearney• Open• Open	Guest Services Liaison	Guest service liaison. Handle lost and found items. Document attendee feedback and concerns.
<ul style="list-style-type: none">• Carissa Joy Smith	Volunteer Coordination	Communicate assignment to volunteers. Address any concerns or question.

Arrival Times:

Vendor Coordinators - Two (2) hours before event

Entertainment Coordinators - One (1) hour before event

Guest Services Liaison – One (1) hour before event; thirty (30) minutes after event end time.

Volunteer Coordinator – One (1) hour before event