

## **June 1-July 1, 2011 Department Report**

### **Mary K. Hancock, Special Events Coordinator**

- Meetings with San Antonio Group regarding establishing a Triathlon on Sept. 17, 2011 aimed at Mexican market / 'Diez Y Seis Fiesta' holiday.
- Compiled list for City Hall in reference to event insurance liability for TML
- Processed TX DOT Applications for new CVB banners
- Fielding numerous phone calls from venders and promoters regarding events and opportunities for their participation
- Meeting with David Trevino regarding Beach Fest Concert July 1<sup>st</sup>
- Responded to 47 requests for info from AFCL Locations Expo in LA
- Responded to 3 inquiries regarding funding requests for special events in new budget year. (Spring Break, Sept. 24-26 event, June 2012 Cat Race)
- Introduced CE Group to City Leadership & County Park Directors and aided them in their efforts to formulate plan to best execute Sandcastle Days 2011.
- Attended meeting of County Park Directors, CVB, CE Group and Sand Castle Chairs in regards to license agreement with Cameron County for Oct. event.
- Worked with Key Photography/Boulder, Colorado to finalize possible agreement for use of Kite Round Up photos.
- Attended Chamber Luncheon for Eddie Lucio
- Attended 'Race To The Border' social events
- Contacted Austin Music Office regarding available children's performers for Parks & Rec. planning
- Spoke with 'Mustang Fest' producer regarding adding SPI to route/Oct.
- Online research for music schedules and other contacts for Spring Break 2012.
- Contacted upcoming events regarding new loan policy
- Forwarded Triathlon route info for review & input to Police and EMS.
- Followed up on permit from Coast Guard for Triathlon swim.(in process)
- Met with finance to finalize details regarding estimates on TML event ins.
- Processed TX DOT Applications for median banners July-August

- Met with Toucan Graphics regarding design & production costs for median banners for *Nature Neighborhood* promotion.
- Responded to three Spring Break inquiries regarding venues, dates and opportunities for corporate sampling.
- TX DOT Applications for new CVB banners re: Sea Turtle & Birding Center
- Attended monthly CVA Meeting
- (ongoing) Researching info, locating hi res photos and logos for CE Group
- (ongoing) Researching online event calendars for Sept. thru Nov. event calendar postings (ongoing)
- (ongoing) updating visitor info map for (electronic version) posting online.