

Mary K. Hancock

Special Event Coordinator/Sept. Report

- Sandcastle Days: Ongoing coordination and consultation for CE Group/SA
- Liaison for 13 Master sculptors regarding travel schedules, event schedule, housing and all logistic needs and concerns. (Thru event)
- Finalized tent order on site with Rental World for SCDays
- Finalized plan with Island Plumbing for laying water pipes and plumbing on SCDays site in coordination with Fire Dept. hookups.
- Identified qualified drivers available for SCDays shuttles in coordination with transportation dept. PI School district.
- Secured donation of ATVs for beach crews for SCDays
- Secured bids for Portable rest rooms for SCDays
- Drafting all purchase orders and check requests for SCDays (ongoing)
- Finalized supply list and event schedule for speed sculpting event at SCDays
- Coordinate nonprofit organizations plans for participation in SCDays. (Event guidelines and logistical info ongoing)
- Coordination of ongoing updates for website development of [www.sandcatledays.com](http://www.sandcatledays.com)
- Attended SPI Fiesta Triathlon. 247 participants.
- Submitted TX DOT permit applications for additional median banners
- (ongoing/daily) Updating events on sopadre.com general events calendar, & posting events & teasers on South Padre Island Facebook