

HILLCREST COMMUNITY CIVIC ASSOCIATION  
**20<sup>TH</sup> ANNIVERSARY COMMITTEE**  
**PROPOSED WORKPLAN AND TIMELINE**  
February 7, 2009 & March 7, 2009

**Goals:** (1) To plan and pull off an engaging and eventful 20<sup>th</sup> Anniversary at an affordable price; and, (2) to raise sufficient funds to underwrite all expenses and produce at-least \$2000 for the HCCA treasury.

**Major Tasks and Timelines:**

Design and administer survey of HCCA members at January membership meeting to gather member input into design of 20<sup>th</sup> Anniversary. Report findings to HCCA in February newsletter and use findings to inform planning.

Request HCCA board of directors to reduce fundraising expectations for Home and Garden Tour and Blessing of the Trees events in 2009 because it is the year of the Anniversary and a major downturn in the economy so as to reduce competitiveness for commercial advertisers by March 2009.

Work with HRC staff to reserve and decorate HRC as the site for the September 12<sup>th</sup> Banquet/Reception by January 31 and March respectively.

Select event (s) including a banquet/reception with speaker by February 2009

Solicit for contributors to help underwrite expense of the event and to raise \$2000-\$3000 above and beyond expense of the event by June 2009.

Arrange the selection and purchase or contribution of a podium and microphone system as a gift from HCCA and from the Friends to the Hillcrest Recreation Center for public use.

Recruit sponsors to underwrite the expense of participation in the Anniversary for 5 students, teachers and administrators from Anne Beers, Randall Highlands and Winston schools, the Senior Wellness Center, Hillcrest Recreation Center and 6D.

Request and engage services of Zebra Designs to design and produce souvenir program booklet by April 2009, guided by themes selected in survey.

2<sup>nd</sup> Vice President and Historian plan and produce slide show depicting current and historical perspective of HCCA and Hillcrest by May 2009 for presentation at banquet, guided by themes selected in survey.

Confirm speaker for Saturday afternoon main event by May 2009.

Receive selected HCCA officers, members and partners to be recognized with awards by June 2009. Identify and select awards by July 2009.

Finalize program and print souvenir booklet by August 2009.