

## ACTION PLAN FOR MARCH 5 IBA KICKOFF

ITEM	WHO	WHEN
Conduct bird identification game (Needs table).	Nancy	March 5
Place bird song CD over public address system.	Terri	March 5
Run WCAS membership drive (Needs table).	Mary Jane, Kit	March 5
Manage food distribution (Needs table).	Nancy will talk to Liz	March 5
Run crafts and hand stamp area (Needs table).	Laurie, Dave, Kit	March 5
Set up tables and chairs.	Nancy	March 5
Give on-the-hour Powerpoint presentation	Dan and Tom	March 5
Recruit for April 2 IBA training and give out list of things to wear and bring.	Tom	March 5
Bring flyers to hand out to people.	Mary Anne	March 5
Bring name tags for committee members.	Mary Anne	March 5
Raffle off bird clocks (Needs table).	Mary Lou	March 5
Greet people at nature center entrance.	Pat	March 5
Make foot prints to guide people to auditorium.	Pat	March 5
Serve as ombudsmen to make sure things go well.	Dave, Laurie, Mary Anne	March 5
Produce large map of IBA.	Mary Anne	March 5
Coordinator raptor to be in auditorium.	Pat	March 5
Place ad in Plain Dealer.	Pat, Mary Anne	March 3
Place ad in West Side Sun newspaper.	Terri	Feb 20
Contact NPR to be present, do interview.	Nancy	Feb 20
Bring random point selection.	Dan	March 5

## ACTION PLAN FOR AFTER MARCH 5 KICKOFF

[illegible]