



BUSINESS EXPO COMMITTEE

COMMITTEE PURPOSE

The primary purpose of the Business Expo Committee is to create a community event and encourage business growth and awareness in the community.

COMMITTEE RESPONSIBILITIES

- ❖ Create a budget based on expected income and expenses
- ❖ Secure a facility host and event date
- ❖ Complete necessary details related to event
 - Pipe and draping
 - Structure of event; special interests and promotions
- ❖ Solicit for vendors
- ❖ Market event to community and members
- ❖

COMMITTEE MEETINGS HELD

The Expo Committee typically begins planning in September, the year prior to the Expo, and meets once a month. Meetings will increase in frequency as the Expo approaches.

