

Appendix 1.2

PROJECT PLANNING TEAM: ROLES & RESPONSIBILITIES

The charts below offer a breakdown of the different roles and primary responsibilities for each team member. Specific roles between the roles should be clarified at the beginning of the planning process to ensure that all tasks will be completed.

<i>Role</i>	<i>Responsibilities</i>
Project Manager	<p>Responsibilities:</p> <ul style="list-style-type: none">• Leads the vision to plan and implement the <i>Go Human</i> Activation.• Oversees team members to ensure that all components of the planning and preparation process are completed.• Leads the meetings with the Central Project Planning Team and Community Advisory Committee.• Point-of-contact for the project team members and key stakeholders. <p>Note:</p> <ul style="list-style-type: none">• Appoint a senior staff to serve as the Project Manager.
Event Planner	<p>Responsibilities:</p> <ul style="list-style-type: none">• Supports the Project Manager with managing and coordinating the details required to ensure that all aspects of the planning process are completed <p>Notes:</p> <ul style="list-style-type: none">• At a minimum, the Event Planner should have experience planning events or managing projects and is familiar with a document editing software.• Appoint at least one associate staff for this role.

Role

Responsibilities

Marketing Support	<p>Responsibilities:</p> <ul style="list-style-type: none">• Assists with executing Section 5 Advertising and Marketing.• Potential tasks include developing the tagline, press release, and marketing materials; advertising the event to community members; and coordinating paid media advertising efforts. <p>Potential Team Members:</p> <ul style="list-style-type: none">• Public Information Officer• Communications/ Marketing Team
Engineering Support	<p>Responsibilities:</p> <ul style="list-style-type: none">• Provides engineering support on different aspects of the event planning process such as site selection, Kit of Parts Activation elements selection, and traffic control documents. <p>Potential Team Members:</p> <ul style="list-style-type: none">• Engineering staff from the event jurisdiction
Planning & Logistics Support	<p>Responsibilities:</p> <ul style="list-style-type: none">• Assists with site selection and community engagement efforts. <p>Potential Team Members</p> <ul style="list-style-type: none">• Staff from the Planning Department, Parks and Recreation Department, and other departments that engages with community members daily.
Event Safety	<p>Responsibilities:</p> <ul style="list-style-type: none">• Provides input on how to have a safe event.• Assists with public safety on the Day-of Event. <p>Potential Team Members</p> <ul style="list-style-type: none">• Staff from the Police Department, Fire Department, and/or other public safety-related departments