Report of Past Month’s Activity:

Advertising
- Worked with Katy Cavalieri in getting all of our information and pieces together for the Indiana Department of Tourism Guide. Provided her with copy and photos as well as updated information. This was submitted and complete. Waiting on proofs.
- Worked with Katy Cavalieri in getting all of the information and photos together for the Indiana Festival Guide. This was submitted and complete. Waiting on proofs.
- Met with the Jackson Group Printing to see if they could accommodate some of our future printing needs.
- Worked with Stephanie Nichols in getting the advertising together for the next Travel Indiana Magazine. This was submitted and complete. Magazine is out.
- Worked with Erika Whittington at the Daily Reporter in producing the flyers, posters, post cards and other print pieces for advertising the Riley Showcase. Proofed and printed.
- Went around Greenfield and put up posters and post cards for Riley Showcase in several locations.
- Worked with Signarama in producing two large banners for the Riley Showcase.

Events
- Prepped for the Riley Showcase by talking with all of the members and making sure their schedules were in place.
- Provided an event schedule to Tim Padric the sound technician.
- Worked out a parking situation for Sammy Terry, and Gary West during the festival via GC bands.
- Searched for help with load and unload of Gary West.
- Present at the Riley Showcase throughout the festival. Set up the Tourism display in the lobby, and greeted all of the guests.
- Created a ticket form for cash sales of tickets.
- Set up ticket sales for Gary West through Eventbrite.
- Photographed Sammy Terry and Brandywine Wind at the Riley Showcase.
- Communication several times with Michael Kester of HCHS regarding Sammy Terry.
- Communication with Gary West regarding Riley Showcase.
- Communicated with Jerry Bell of Brandywine Wind regarding the Riley Showcase.
- Communicated with Debbie Wilkerson of Wilkerson Dance Studio regarding the Riley Showcase.
- Communicated with Amy Studabaker, friends of the Theater President regarding the Riley Showcase.
- Communicated with Penny Lane at WSVX regarding Riley Showcase Radio Spots and Web advertisement.
Community Collaboration and Communication
- Attended several Riley Festival Events and photographed many of them including the opening ceremony, mayor's breakfast, flower parade, festival parade, queen's pageant, Riley Open House, and Riley Birthday party.
- Attended and photographed the Flat 50 Bike Race on 9/21.
- Working with the Greenfield Downtown Arts Coalition group to invite military veterans, Cook Family members and others to a special unveiling of new art in the Living Alley honoring Col. H. Weir Cook.
- Worked on updating the festival and fair database. Made several phone calls to get updated information.
- Met with the Hancock County Arts Council on 9/19 as they look at ways to greater expand their reach and involvement in the community specifically looking at how they can generate new events and outreach in the arts.
- Met with the Hancock County Economic Development Council for their September meeting in Fortville.
- Will be the tour guide for Leadership Hancock County on their bus tour around the county in November.

Hancock County Tourism Commission
- Talked with Brad Armstrong Commissioner in regards to recent HCTC issues.
- Communicated with Rosalie Richardson, board member, and Robin Lowder, Auditor, in regards to Rosalie's questions about how the Boy Scout grant was funded.
- Communication via text, email and phone calls regarding board business.
- Scanned all of the documents for the HCTC board meeting.
- Loaded all of the documents for the HCTC board meeting to the website.
- Collaborated with board president to create agenda, printed agenda and loaded to the website.
- Made eight copies of all documents for all of the board members, and assembled packets for the board meeting.
- Notified all board members of meetings and document availability.
- Created Director's expense report, made copies of all receipts and invoices and loaded information to the website.
- Created the Director's report of past month's activity and loaded this information to the website.
- Attended the September 11, 2018 HCTC board meeting
- Record keeping.
- Discussed budget issues several times with George Langston.
- Signed for money in Treasurer's office.
- Discussed issues with Neopost with George Langston.
- Communication with Kelly McClarnon and George Langston about bank accounts.
- Deposited treasurer's check.
- Communicated with Sarah Wolfe regarding Lease Agreement and rental check.

Grants
- Received a grant report from Kim Hall, Executive Director of Mental Health Partners.
- Assisted Josh Phares, Ag Association with what he needed for that grant.
Visitor Center
- New blinds were installed in the Visitor Center office on 9/21 paid for by the HCVB.
- Assisted visitors who came into the office answered questions and provided literature.
- Picked up trash outside and took trash out of the office.
- Basic office work filing and organizing.
- Vacuumed and clean office.

September 11, 2018 – October 8, 2018