

# 2023 #BRK Arts, Books, Business & Education Committees

## **1) MARKETING/MEDIA/PR COMMITTEE - ALL**

(Websites/Social Media), tagging, commenting, reposting, etc. Sponsorships. Contact the newspapers, news outlets, etc. online (internet radio), physical promoting, and any other paraphernalia,

Kenny, Renee, Aaron, Felicia, DMoore, (Photographers/Videographers) Lokia M., Jennifer L., Stephen, Aaron, Felicia ,

## **2) WELCOME COMMITTEE - Welcome tables**

(toolbank) with orgs' flyers, sign-in, gift bags (every vendor samples), eventbrite registrants, check-ins, and special guests, gift bags, staff lanyards directing guests, pictures for flyer promo after Committee approval, etc. Eventbrite - (Family Friendly) - Covid Protocols.

(Photographers/Videographers) & Interviews Felicia S., Brian Muhammad, Wendy Bailey...)

## **3) FOOD/BEVERAGES: Guests/Presenters (ALL)**

Felicia S.,

**4) AUTHORS' SPACES & more - Email, tag, invite authors (all genres), (Limited Spaces Available), etc. (Family Friendly)**

Felicia S., Jermaine S., Renee B.,

## **5) MUSIC / BRK AUDITIONS - Work with the Artist /**

BRK Audition Showcase Committee, choosing (different genres of entertaining music) - R&B, Hip-Hop, Jazz, Rock, etc. Choosing music selection between sets, Award Honorees recommendations, pictures for flyer promo after Committee approval, etc. (Family Friendly)

Felicia S., Kenneth T., Federick, Horatio,

**6) VISUAL ARTS - Tag, invite visual artists, execs, check with visual arts orgs for interest, availability, consider Award Honorees, recommendations, pictures for flyer promo. (Family Friendly)**



## **7) EDUCATION / WORKSHOP COMMITTEE /**

**HBCUs - Recommend games, workshops, panels. Make a list of available games from all committee members, kids & adults, card games, bouncy house quotes, find a truck that has the video games (virtual), field games, table/chair requirements, etc.**

DMoore, Artavia, Kenyatta, Phyllis, Tomica, Miriam, -HBCU Rep(s), Felicia S., Jermaine S. Brian M,

## **8) VENDORS - ALL MEMBERS ~ Please text, tag,**

message, and comment flyer to anyone you know with a business. Designation of space at venues / advise of vendor registration process (eventbrite, approval, online vending form, invoice); scheduling, set-up and breakdown etc., pictures for flyer promo

## **9) TRAFFIC / TRANSPORTATION / LODGING / SECURITY / MAINTENANCE / SET-UP & BREAKDOWN - Confirm traffic/parking**

(cars/people) flow, with provision of closed areas, street signage, and how to ensure safety, security provided (who/how often, etc.) special guests, quotes, scheduling, etc.

Covid protocols.

Crystal B. Jermaine S, Felicia S., Mr. Cubid,