



# Hall of Fame Timeline of Events

Date: Spring/Summer 2014 (possibly June)

Location: Home of Hockey (Lancaster, PA)

## **Hall of Fame Committee:**

Clarence Jannelle

Becca Main

Jarred Martin

Karen Marley

Jeannie O'Brien

Dina Rizzo

Jenepher Schillingford

Sharon Taylor

Carrie Lingo (Board of Director liaison)

## **Timeline of Events:**

1. Have first meeting with the committee (December 2013) — Conference Call
  - a. Re-evaluate qualifications for Hall of Fame
  - b. Assign different tasks for each member of the committee with target dates of completion.  
(Process overseen by the Fundraising Manager) Examples:
    - i. Advertising/Marketing (Promotional & Collateral Materials)
    - ii. Event Management and Catering
    - iii. Travel and guest relations
    - iv. Event Entertainment/ Photographer/Videographer
    - v. Ticket Sales/Auctions/Raffles/Fundraising
    - vi. Gifting/Awards
2. Prepare production of moving Hall of Fame Materials from Ursinus College to Spooky Nook Sports
3. Committee to potentially put together a list of candidates or solicit our audience for potential Hall of Fame nominations while advertising the criteria for candidates to be nominated (January 2013)
4. Form Ballot online of the finalist for the candidates or have the committee select the inductees will become members of the Hall of Fame (February 2013)
5. Class of Inductees for the Hall of Fame: (March 2014)
  - a. Contact inductees and families
  - b. Announce class to our audience
6. Prepare travel arrangements (ongoing in 2014 until the event)
  - a. Inductee travel plans
  - b. Hotel arrangements for guests with reduced rates