**Executive Director Addendum:**

Collects and prepares all information needed for education conferences and workshops

Caregiver Education conference and workshop

Prepares materials, reports and meeting

Contacts and secure presenters for conference and workshops

Secure venues

Makes lodging arrangements for presenters if needed

Works with caterer/vendor for meals and snacks

Takes RSVPs and make sign-in sheet

Secure volunteers to man registration and Outer Banks Dementia Friendly Coalition (OBXDFC) table

Caregivers’ Day Out

Talk to caregivers about the program and requirements

Secure necessary paperwork for participants

Send out weekly updates to caregivers for upcoming day’s events

Secure volunteers for each week and send out weekly updates

Decide on program and craft activity for each week

Shop for weekly activities

Coordinate each weeks’ activities on site

Dementia /Alzheimer’s Walk

Send sponsorships request letters to potentials

Secure site for Walk

Thank you notes to all sponsors

Update Facebook and Website with sponsors

Flyer for event and circulate to community and on social media

Order T-shirts