



Project Management Guide

Chapter Name Greensboro State Name North Carolina

Project Name Bags to Wishes Cornhole Tournament

Area of Opportunity and Category:

Community

Inter-organization Collaboration Project

Project Manager's Name John Nosek Primary phone 336-404-7433

Email address jb.nosek@gmail.com

Supervising Chapter Officer Michael Boyer Primary phone 919-796-8822

Email address michael@carolinacraftlegal.com

PURPOSE OF THE GUIDE:

Good advanced planning and record-keeping will assure success. Use this guide in planning and conducting the project by answering each of the following questions and updating information as the project progresses.

Evaluate the impact of your project and provide recommendations for future Project Managers.

PLANNING

1. Primary Purpose (*How does this project align with the Jaycee Mission Statement, which is to provide development opportunities for young people to positive change?*)

The Bags to Wishes Cornhole tournament allows Jaycee members to participate in planning a charity cornhole tournament for a local non-profit designed to help children and their families who suffer from life-threatening illnesses. Planning the project requires recruiting teams, getting corporate sponsors, coordinating the setup and delivery of materials, running a sporting event, and assuring an orderly clean-up and payment for services. These activities allow the Jaycee members to develop business and life skills while helping vulnerable members of their community.

2. Project Overview

- a. Give a brief description of the proposed project and background information. (*Who, what, when, where and why?*)

The Greensboro Jaycees and the Make a Wish Chapter of Central and Eastern North Carolina formed a committee with other local leaders to plan a cornhole tournament to assist families with children that suffer from life-threatening illnesses. The tournament will take place on April 1st, 2017 at Lebauer Park in downtown Greensboro.

- b. How will this project benefit the individual member, the chapter and the community?

The member will benefit by learning how to plan a large event and run a sporting tournament. The chapter benefits from media exposure and connections to other local non-profits. The community benefits by having some of its most vulnerable members in highly stressful situations find that there are others who care and will assist with their needs.

- c. List specific and measurable goals to be accomplished by this project. (*Example: Involve 25 Jaycees. Recruit 2 new members.*)

1. Involve 10 Jaycees
2. Get 5 corporate sponsors and recruit 36 teams.
3. Raise \$35,000.

3. Steps to implementation: List the specific steps to bring this project to a successful completion, showing the planned dates for each step, and the person or people responsible for each step.

TASK/ACTIVITY	START DATE	FINISH DATE	% COMPLETE	PERSON(S) RESPONSIBLE	CRITICAL TASK (Y/N)	FOR CRITICAL TASKS:	
						POTENTIAL PROBLEM	POTENTIAL SOLUTION
Confirm Date/ Location	Mar 2016	Nov 2016	100	John Nosek	Y	Rain	Rain Day
Launch Sponsor Package and Website	Nov 2016	Feb 2017	100	Stephanie (MAW)	Y	IT Issues	Use MAW Collateral
Secure Sponsors and Teams	Nov 2016	Feb 2017	80	John Riley	Y	Sponsor Costs are too High	Tier Sponsorships
Promote event to Community	Jan 2017	Mar 2017	70	Kate Riley	Y	Lack of Exposure	News and Radio
Secure Tents, Boards, other Event Items	Feb 2017	March 2017	50	John Nosek	Y	High Expense	Find in-kind sponsors
Finalize Teams and Volunteers	Feb 2017	March 2017	50	Derek Mobley	Y	Low turnout	Use MAW connections and collateral
Finalize Sponsors	Feb 2017	March 2017	50	John Riley	Y	Few Sponsors	Cut sponsor levels
Host Event	Apr 1st 2017	Apr 1st 2017	0	MAW Team	Y	Rain	Rain Day

4. Critical contacts

Project Manager

Name: John Nosek

Email: jb.nosek@gmail.com

Phone 1: 336-404-7433

Phone 2: _____

Duties: Event Planning and Logistics

Supervising Chapter Officer

Name: Michael Boyer

Email: michael@carolinacraftlegal.com

Phone 1: 919-796-8822

Phone 2: _____

Duties: Day of Logistics

Chapter President

Name: Derek Mobley

Email: president@jaycee.org

Phone 1: 336-410-1285

Phone 2: _____

Duties: Marketing and Volunteers

Committee Member – Title:

Name: John Riley

Email: john.e.riley4@gmail.com

Phone 1: 336-686-3213

Phone 2: _____

Duties: Sponsorship and Day of Logistics

Committee Member – Title:

Name: Kate Riley

Email: kmriley7@gmail.com

Phone 1: 336-508-0039

Phone 2: _____

Duties: Day of Logistics

5. What specific materials, supplies and resources will be required?

Material or Supply & Quantity	Person Responsible for Obtaining	Date Needed	Donated, Owned or Purchased?	Cost/Value
36 Cornhole Boards	John Nosek	4/1/17	Donated	2,700
Tents/Bouncey House	John Nosek	3/1/17	Purchased	1000
Park Rental	John Nosek	4/1/17	Purchased	3,500
T-Shirts	Stephanie (MAW)	3/15/17	Donated	3,000

6. Complete a proposed budget indicating all anticipated income and expenses.

Proposed Budget for Project: (All Proceeds go to MAW)	
INCOME	PROPOSED
Donations from Teams	2,000
Donations from Sponsors	25,000
Individual Donations	8,000
TOTAL INCOME	35,000
EXPENSES	
Park Rental	3,500
Tents	1000
Talent	200
TOTAL EXPENSES	4,700

7. Describe the potential problems and solutions to successfully complete this project.

Potential Problem:

An insufficient number of sponsors or teams

Potential Solution:

Be mindful of feedback on pricing, compare to peer events, and look for in-kind sponsors.

Potential Problem:

Rain

Potential Solution:

Have a rain day and rain plan in place

Potential Problem:

Insufficient volunteers

Potential Solution:

Use MAW's network of partner organizations to bring in volunteers.

EVALUATION:

8. List solutions and/or recommendations for future Project Managers. *(List here anything that you would do differently the next time this project is run. Would you make contacts earlier? Was manpower sufficient? Could this project be broadened or should it be more focused?)*

1. Begin the project nine months in advance and attempt to lock in sponsors before the end of their fiscal years.
2. Lower the entrance price for teams.
3. Have a fundraising opportunity for the Jaycees to offset expenses.
4. Hold the event at the same location for another year, but potentially expand to a larger location in 2019.
5. The project should focus on either professional teams with a spectator audience, or have a family-oriented approach with a kid-friendly audience.

9. Results

Primary Purpose: Restate your primary purpose.

To involve the Jaycees in a cornhole tournament with Make a Wish to provide member development opportunities, extend the chapter's network, and make a chairtable difference in a vulnerable population in the community.

Result: Concisely state the result of this project.

This project raised \$21,000 for Make a Wish, involved 30 teams, and was run successfully by the Jaycees, Make a Wish, and other partner organizations on the committee.

Goal 1: *Restate your goal.*

1. Involve 10 Jaycees

Result: *State the result, in measurable numbers when possible (ie, you wanted 10 Jaycees to attend and 15 attended – 150% success).*

9 Jaycees participated in planning and running the event, 90% success.

Goal 2: *Restate your goal.*

Get 5 corporate sponsors and recruit 36 teams

Result: *State the result, in measurable numbers when possible (ie, you wanted 10 Jaycees to attend and 15 attended – 150% success).*

The event had nine corporate sponsors or 180% of our goal: Chick Fil A (Presenting), Colonial Pipeline, John Nosek (Allen Tate), Flow, Xerox, Pig Ponder, Hanesbrands, Fresh Market.

The event had 30 teams or 83% of our goal.

Goal 3: *Restate your goal.*

Raise \$35,000.

Result: *State the result, in measurable numbers when possible (ie, you wanted 10 Jaycees to attend and 15 attended – 150% success).*

The event raised \$21,302 or 61% of our goal.

Use this page to list additional Goals and Results, if any.

The event provided solid media exposure for the Jaycees. Make a Wish is a well known non-profit and Lebauer Park is a new addition to downtown Greensboro. It was well received by the business, city government, and non-profit communities to see the Jaycees adding content to a new space for a good cause.

- b. Project Summary *This is your “wow statement.” Use this area to explain why this project should (or should not) be run again. This is your time to brag! Be positive and descriptive.*

This project was a massive success for its first year. It obtained a presenting sponsorship from a large and well-respected company, made use of a brand new park space downtown, provided an excellent development opportunity to our membership, and extended the relationship between the Jaycees with local businesses, non-profits, and government officials. With the current infrastructure in place, it will be possible to recruit more teams and sponsors earlier in the year, and with the help of our partners, next year's event will be bigger and better.

- c. Describe the benefit of the project to the individual members, chapter, and the community.

The individuals were able to practice running a large event, the chapter got positive media exposure, and the community was assisted in caring for some of its most vulnerable individuals.

Individual Impact: *Use this area to describe the benefit(s) of conducting this project for the individual chapter members or the benefit to yourself or another member.*

Several of our members were able to connect with local officials, businesses, and non-profit leaders. They also got experience in logistics, budgeting, and event planning. These are skills and connections they can leverage and Jaycees and as individuals going forward.

Chapter Impact: *Use this area to describe how conducting this project benefits your chapter.*
The chapter got positive press coverage and made connections with local businesses and non-profits.

Community Impact: *Use this area to describe the way this project **creates positive change** in your community.*

This project allowed the Greensboro community to come together to raise money for families with children that suffer from life threatening illnesses. It is both necessary and fulfilling to be able to assist this group in their time of greatest need. This sets an example for what kind of values our society should have and how those correspond with the values of the Jaycees.

10. Appendices (*Attach your final financial statement and list of contacts. *Optional: Attach other documentation as appropriate.*)
- a. Final financial statement
 - b. Contacts
 - c. Contracts and agreements *
 - d. Pictures *
 - e. Press releases, articles and media coverage *

Section 10
Greensboro Jaycees 2017 Bags to Wishes CPG Appendices

A) Final Financial Statement

Income

<u>Item</u>	<u>Amount \$</u>
Corporate Sponsorships	\$13,500.00
Team Sponsorships	\$6,920.00
Individual Contributions	\$882.00
Total Revenue	\$21,302.00

Expenses

<u>Item</u>	<u>Amount \$</u>
Park Rental	\$3,070.00
Tents and Bouncy House	\$888.59
Insurance	\$442.58
Talent	\$200.00
Total Expenses	\$4,601.17
TOTAL INCOME	\$16,700.83

B) Contact

Name	Email	Phone Number:
Eric Hungate	ehungate@wfmy.com	919-949-8503
Jerry Clark	clarkortho@aol.com	336-402-2635
John Bradley Nosek	jb.nosek@gmail.com	336-404-7433
Kate Riley	kmriley7@gmail.com	336-508-0039
Lauren Norris	lepaul15@gmail.com	336-848-1406
John Riley	john.e.riley@gmail.com	336-686-3213
Stephany McMillan	smcmillan@nc.wish.org	919-395-3898
Christy Collum	ccollum@nc.wish.org	336-501-5513
Michael Boyer	michael@carolinacraftlegal.com	919-796-8822
Derek Mobley	derektmobley@gmail.com	336-410-1285

C) Contracts and Agreements

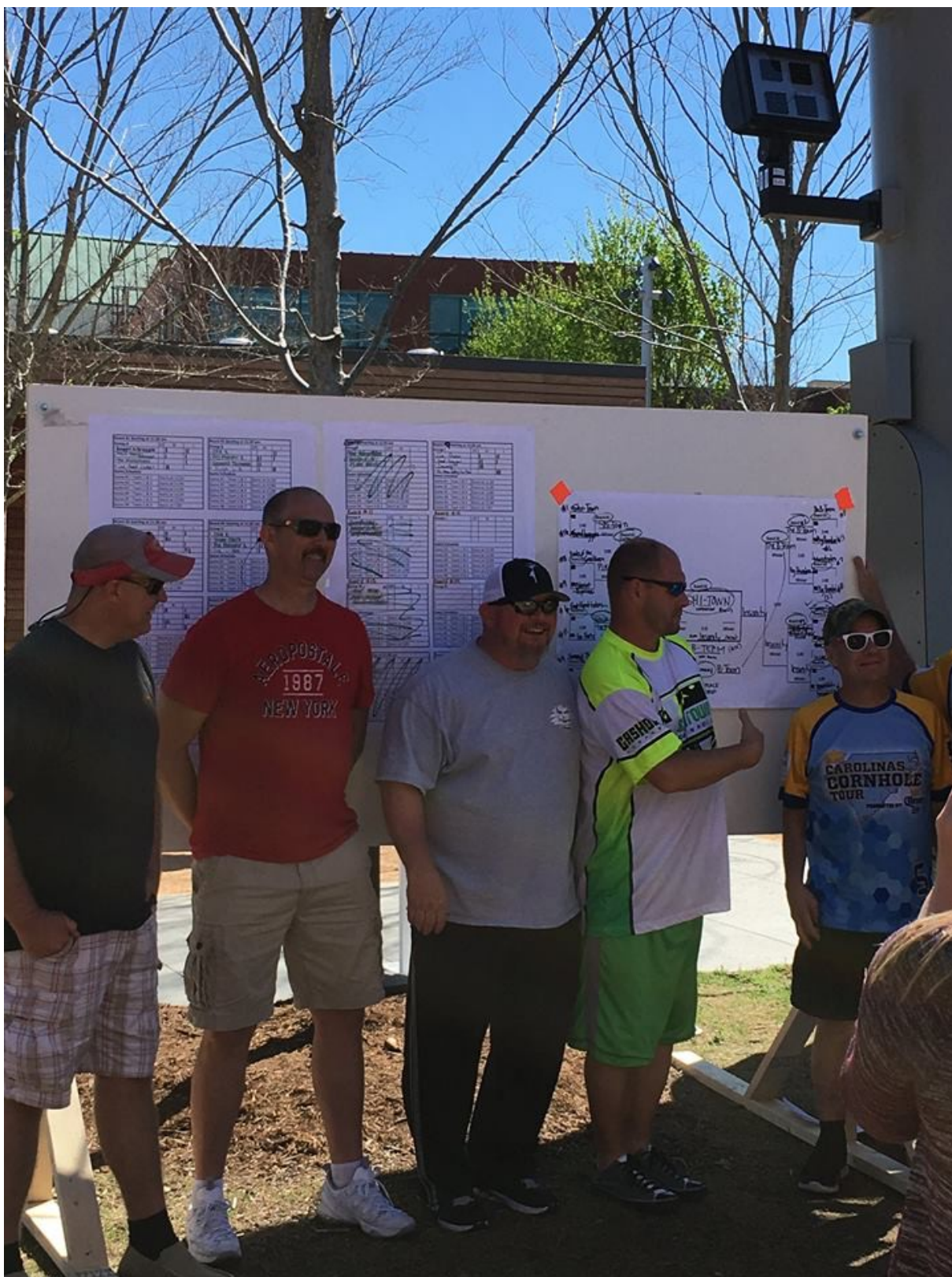
See Attachments

D) Pictures











E) Other Media



GOAL
\$20,000

PROGRESS

RAISED
\$21,302

GIVE

BECOME A SPONSOR

EVENT INFO

GENERAL DONATION


Information
Home
Event Information
View Our Sponsors
About Make-A-Wish
About Jaycee's
Sponsorship Opportunities

Visitors
Support a Participant
Spread the Word
General Donation


Bags to Wishes 2017





LaBauer Park - April 1st


A HUGE thank you to the Bags to Wishes committee, our sponsors and the community for making this inaugural event so successful! More than \$20,000 was raised to grant the wishes of local children with life-threatening illnesses!



Congratulations to the Top 3 Teams in the Tournament:



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SPECIAL THANKS TO:


TOP TEAMS

1. The Hungreats
2. The Team Clark
3. Bourbon Brothers
4. Cornholios
5. Mazeholes



GREENSBORO, N.C. -- Think you have cornhole skills? Taking your best shot could help make a child's dream come true!

You can join the Greensboro Jaycee's and members of the community for the inaugural Bags to Wishes annual Cornhole Tournament benefiting Make-A-Wish® Central & Western

North Carolina.

The tournament is Saturday, April 1 at LeBauer Park in downtown Greensboro. Registration begins at 10:00 a.m. and the competition starts at 11 a.m.

The goal is to raise \$20,000 and all the proceeds will go directly to Make-A-Wish Central & Western North Carolina to help grant the wishes of children with life threatening medical conditions in our community.

It's easy to get involved. You can become a sponsor, make a donation or play in the tournament.

The tournament features an NCAA bracket style cornhole competition, as well as food, drink, music, kids' activities and more.

Teams can raise funds via a team page using social media and compete for a fundraising prize. And if you don't play cornhole, you can still support Make-A-Wish by cheering on the players.

For more information, you can visit the [Bags to Wishes website](#).

Bags To Wishes 2017 Event Timeline

Item	Date	Team Member	Status
Tourney Date Confirmed	9/1/2016	COMMITTEE	DONE
Venue Confirmed	9/1/2016	JB Nosek	DONE
Signed Contract to Lebaur Park or Proehlific Park	9/30/2016	JB Nosek	DONE
Payment to Lebaur Park or Proehlific Park	9/30/2016	JB Nosek	DONE
Logo	11/1/2016	DONE	DONE
Sponsorship Packet	11/1/2016	DONE	DONE
Website Live	11/1/2016	DONE	DONE
COI & Workers Comp to Lebaur Park	12/1/2016	JB Nosek	DONE
Begin Sponsorship Asks	12/1/2016	All hands on deck!	DONE
Count and confirm stock of boards/bags - need 24 pairs of boards	12/1/2016		DONE
Secure TV / Radio Partners (98.7 Simon/ WFMY)	January	Eric and Stephany	DONE
Flyers Done	2/1/2017	Lauren	DONE
Contract Requirements to Venue (Police, Event Schedule, Vendor/Sponsor List, Site Map, Amusement Permit, Port-A-John, Tent/Stage Company (with COI from each)	2/1/2017	Stephany and JB Nosek	DONE
Alcohol Permit	2/3/2017	Stephany	In Progress
Begin outreach for volunteers	2/8/2017	Derek and Stephany	DONE
Secure DJ --> TJ the DJ	February	JB Nosek	In progress
Secure Mascots (501st Legion)	February	COMMITTEE/ Stephany	DONE
Reserve Inflatables (House + Slide) - included in rental items	February	JB Nosek	DONE
Reserve Face Painter	February	Stephany	DONE
Secure Photographer (DR for tourney, LD for photo booth)	February	Lauren	DONE
Secure Food	February	CFA	DONE
Secure Beer + Beer Kiosks --> Pig Pounder	February	Eric	DONE
Secure Sodas & Water --> Donation from the Fresh Market (Gift card and 13 cases of water)	February	Eric	Done
Secure Ice & Coolers (HPU)	February	Lauren	In Progress
Secure Port-A-Jons for event	February	N/A	N/A
Secure Stage	February	JB Nosek	DONE
Secure 1-800 Got Junk Trash Cans	February	JB Nosek	DONE
Secure Storage Unit	February	JB Nosek & Christy	In Progress
Secure tables/chairs	February	JB Nosek	DONE
Secure emergency rain tents	February	N/A	N/A
Secure Police Officers	February	JB Nosek	In progress
Order drink wristbands (Pig Pounder takes care of carding for alcohol)	February	Pig Pounder	N/A
T-Shirts donated by Hanesbrands dropped off at MAW office	2/17/2017	Christy	DONE
Secure Wish Ambassadors for Tourney	March	Stephany	In progress
Deadline for Sponsors	3/1/2017	Committee	DONE
T-Shirt Design submitted	3/2/2017	JB Nosek & Stephany	DONE
Order Sponsor Banners & Event Signage from Industrial Sign	3/2/2016	JB Nosek	In Progress
Finalize volunteer roles and count	3/24/2016	Stephany and Derek	In Progress
T-Shirts Done & Delivered to GSO Jaycees Office	3/24/2017		In Progress
Deadline for Online Teams	3/31/2017	Stephany and Christy	Website shuts down at 12noon
Bracket Done	3/20/2017	JB Nosek and Stephany	In Progress
Bracket to Industrial Sign	3/27/2017	JB Nosek	?
Event Day Materials Gathered	3/27/2017	BTW Committee	
Team email blast goes out to all registrants	3/27/2017	Stephany	
Volunteer email blast goes out	3/27/2017	Derek and Stephany	
Team email blast remnder goes to all registrants	3/31/2017	Stephany	
Volunteer reminder email blast goes out	3/31/2017	Derek and Stephany	
Pre-Event Setup at LeBauer Park	3/31/2017	All hands on deck!	
SHOWTIME	4/1/2017	All hands on deck!	
Write Thank You Notes	POST EVENT	BTW Committee	

Other Items to remember:

Secure appropriate number of volunteers

A committee member in charge of each large aspect of the event: set-up, volunteers, event flow, emcee, break down, referees for the game bracket and questions (game gurus)

Park is reserved from 8am-6pm (possibly cost \$3,495)

FRIDAY	
1:00PM	Freedom to unlock tables.
	UNITS delivers unit to Freedom
	Porta-Jons Delivered
	Stage Delivered (Weather Permitting)
	Tables & Chairs Delivered
	Soda & water drop off

SATURDAY	
7:00AM	MAW and GSO Jaycees Arrive
	Beer arrives (btwn 7:00 - 9:00)
	Ice delivery (btwn 7:15 8:00)
8:00AM	Bruce arrives with cooker
	Volunteers arrive for setup
	Volunteers arrive
	DJ arrives. Music playing by 10am.
	Unload trailer
	Banners Rigged
	Fencing
	Block entrances
	Boards & bags out
	Wipe down boards and bags
	Lane signage out
	Sandwich boards out
	Tent, table, chairs out
	Place beer kiosks & Coke Coolers on fields
	Beer, water, ice in coolers
9:45 - 10:00AM	Bounce houses & rental items delivered
10AM	Registration Begins
	Scorekeepers meet
10:30	Bounce House Up
10:45	Registration Ends
	Welcome, Pledge, Check Presentation
	Rules are read to all palyers
11:00 - 12:00	Mascots arrive
11:20	Round Robin Starts
1:20	Round Robin Ends
	Mission Momemnt
1:40	Tourney Resumes
2:30	Bounce House Down
4:00	Cornhole Tourney Ends
	Trash PU (btwn 4pm - 6pm)
4:30	Stage Removed
	Beer Trailer Removed
MONDAY	
	UNITS picks up unit and returns to RE
	Ice PU (maybe Sunday)
	Party Reflections PU from Freedom
	MAW to send prize money to winners
	MAW to draw raffle prize winners

MAW Packing List
12 tents for setup on fields for shade
1 MAW tent
1 - 6' table for Test Your Toss Game
\$2,000 in Start-Up Cash
5 cash boxes - 1 per beer kiosk, 1 for drink sales at concession stand, 1 for raffle table, 1 for Test Your Toss table
3 donation buckets - 1 per beer kiosk, 1 at concession stand
1 large cooler for concession stand
Soda
5 Surge Protectors
Food vouchers for MAW volunteers
Raffle Tickets
Set & Repeat Frame
W-9 for Winners
MAW Signage
MAW Frames for Tables

Volunteer Responsibilities		
Time	Role	Description
7AM-10AM	Set-Up	Set-up includes setting up cornhole boards, counting and placing bags, hanging sponsor banners, icing beer and drinks, setting up trash receptacles and inflating beach balls.
9AM-12PM	Registration	Get participants and teams checked in, handing out event day information and goody bags, and distributing t-shirts to registrants. It is also the job of registration attendants to check ID's and hand out alcohol wrist bands (this may change).
7AM-10AM	Volunteer Tent	Assist volunteers in checking in for the event and handing out job descriptions, MAW buttons and/or score keeper vests.
9AM-4PM	Score Keepers	Morning training provided. Your role is to keep score for the participants in the cornhole tournament.
10AM-3PM	Concession Stand	Sell drinks at central location. Food will be sold by a separate group of volunteers. You will only be selling bottled water and sodas provided by GSO Jaycees. Sodas are \$2 and water is \$1.
10AM-3PM	Area Monitors	Oversee area activities (bounce house, face painting, etc.). Provide assistance where needed and know emergency contacts.

Andrew Roby Packing List
Boards
Bags
AR Tent - Nicole to bring to Charlotte
Black pop up tent
Bracket
Megaphone
Wristbands
40 Clipboards
Pens
Sharpies
Lane Signage
Harris Teeter Check
Sponsor banners
Sponsor sandwich boards
Coke Coolers - 3 total. 2 for main field + 1 on 2nd field for waters.
Tape
Scissors
Cloths to clean boards
Red plastic cloths
Plastic frames for signage
Step & Repeat
Beach Balls
Glasses
Hats
Inflatable Tools
Blank check made out to Adams Beverages
Checks for Police Officers
\$500 in start up cash
First Aid Kit
Sponsor T-Shirt Bags
T-Shirts
Chalkboard
Chalk
Silver buckets for props
Cornhole Rules
Scorecards
Cornhole Layout
Hand Truck - 2
Sledgehammer
Stakes
Flourescent tape
measuring wheel
String
Tape measure
Buckets
Box cutter
Zip ties
4' ladder
Bleach
Extension Cords
Can Jam - 2

By Request Mobile DJ Service Entertainment Contract **Tiger Paw entertainment & Greensboro Jaycees**

AGREEMENT made this 28 day of **Feb**, **2017**, by and between **Tiger Paw Entertainment & Greensboro Jaycees**

Hereinafter referred to as the Purchaser, and By Request Mobile DJ Service, hereinafter referred to as the DJ.

WITNESSETH

NOW THEREFORE, in consideration of the promises and the agreements herein contained and intending to be legally bound hereby, the Parties do agree as follows:

1. The Purchaser hereby engages the DJ to provide a DJ Service. The service to be performed at Event Location:

(Venue): **LeBauer Park**

(Address): **200 East Market St, Greensboro NC 27401**

(Phone #): **John Riley (336) 686-3213**

2. By Request Mobile DJ Service hereby agrees to provide a DJ Service for the Purchaser at the above-mentioned location.
3. The said DJ Service shall consist primarily of providing musical entertainment by means of a recorded music format.
4. By Request Mobile DJ Service hereby agrees to render his professional services and is at all times to have complete control of his program.
5. The Parties hereby agree that the DJ Service shall be provided and accepted on the following date(s) and time(s) of the engagement:

Date(s): **04/01/2017**

Start Time(s): **10am**

Finish Time(s): **4pm**

6. The Purchaser in consideration of the DJ Service to be rendered by the DJ, and the mutual promises contained herein, hereby agrees to pay to the DJ the following consideration:

A non-refundable reservation fee of \$ N/A, is required to secure the services of By Request Mobile DJ Service for the engagement. This amount shall be applied toward the Performance Fee.

The Performance Fee is \$ 200 for the time frame outlined above.

Services requested that exceed the time frame will be charged at the rate of \$ N/A per hour, payable the day of the engagement. It may not always be possible to provide additional performance time. However, when feasible, requests for extended playing time will be accommodated.

Purchaser Initials _____ By Request Mobile DJ Service **JB**

Joey Beasley Owner

Tiger Paw Entertainment

336-307-0025



Jackson Sumner & Associates

Excess & Surplus Lines Broker

Quote From:

Agent Name: Walter Spears
Agency Name: The Harper Agency
Phone: 336-227-4271

Quote For:

Applicant Name: Greensboro Jaycess
Quote Date: 02/01/2017 9:12 AM

This quote is not a binder and must still be submitted for binding approval. No coverage is bound until a policy number is released by a JSA underwriter.

Company Name: Mesa Underwriters Specialty Insurance Company

A.M. Best Rating: A XII

Premium: \$400.00
Policy Fee: \$50.00
Stamping Fee: \$1.60
Tax: \$20.00
Total Premium: \$471.60

Policy Term Quoted: 1 day(s)
Minimum Earned Premium: Fully Earned

Certified Acts of Terrorism Coverage is optional. If accepted the additional premium is \$158.10 for this quote.

GL Information

[48558] Festivals and Celebrations

Number of set-up days: 0
Number of take-down days: 0
Number of event days: 1
Attendance per day: 251 - 500
Event days consecutive? Yes
Event Has BYOB? No
Overnight Accommodations? No
Number of additional insureds: 1
Host Liquor Chosen: Yes
Deductible: \$250

Limit Chosen: \$1,000,000 / \$2,000,000
General Aggregate: \$2,000,000
Products Aggregate: Included (For Food Consumption Only)
Personal & Advertising: \$1,000,000
Each Occurrence: \$1,000,000
Damage to Rented Premises: \$100,000
Medical Payments: \$5,000

Additional Messages

- Please note that all premiums, fees, and taxes are fully earned.

- Please note that this quote does not include coverage for bodily injury arising out of amusement devices/rides.
See form: MUS 01 01 20071 (10/13)

- Please note that this quote does not include coverage for bodily injury arising out of fireworks.
See form: MUS 01 01 20011 (10/13)

- Please note that this quote does not cover bodily injury to participants.
See form: MUS 01 01 20017 (10/13)

Forms That Apply

CG0001 (04/13) - Commercial General Liability Coverage Form
CG2010 (04/13) - Additional Insured - Owners, Lessees or Contractors - Scheduled Person or Organization
CG2144 (07/98) - Limitation of Coverage to Designated Premises or Project
CG2147 (12/07) - Employment-Related Practices Exclusion
CG2155 (09/99) - Total Pollution Exclusion with a Hostile Fire Exception
CG2167 (12/04) - Fungi or Bacteria Exclusion
CG2170 (01/15) - Cap on Losses from Certified Acts of Terrorism (Applies if Terrorism Coverage is Accepted)
CG2173 (01/15) - Exclusion of Certified Acts of Terrorism (Applies if Terrorism Coverage is Rejected)
CG2196 (03/05) - Silica or Silica-Related Dust Exclusion
CG2279 (04/13) - Exclusion-Contractors-Professional Liability
CG2426 (04/13) - Amendment of Insured Contract Definition
IL0017 (11/98) - Common Policy Conditions
IL0021 (09/08) - Nuclear Energy Liability Exclusion Endorsement (Broad Form)
ILN001 (09/03) - Fraud Statement
MUS 01 01 10001 (04/12) - Policy Jacket
MUS 01 01 10002 (04/12) - Common Policy Declarations
MUS 01 01 10003 (10/13) - Schedule of Forms and Endorsements
MUS 01 01 10008 (10/13) - Fully Earned Premium Endorsement
MUS 01 01 10015 (10/13) - Service of Suit
MUS 01 01 10043 (10/13) - Privacy Policy
MUS 01 01 10044 (04/14) - Retail Agent Information
MUS 01 01 20001 (04/12) - General Liability Declarations
MUS 01 01 20004 (10/15) - Liability Deductible
MUS 01 01 20010 (10/13) - Exclusion-Unscheduled Activities and Events
MUS 01 01 20011 (10/13) - Exclusion-Pyrotechnicians or Fireworks
MUS 01 01 20013 (10/13) - Exclusion-Animal Liability
MUS 01 01 20016 (10/13) - Exclusion-Lethal Weapons
MUS 01 01 20017 (10/13) - Exclusion-Participants
MUS 01 01 20055 (10/13) - Assault or Battery Exclusion
MUS 01 01 20058 (08/15) - Lead Contamination Exclusion
MUS 01 01 20063 (10/13) - Punitive Damages Exclusion
MUS 01 01 20071 (10/13) - Exclusion-Amusement Devices
MUS 01 01 20080 (08/15) - Earth Movement Exclusion
MUS 01 01 20082 (08/15) - Exclusion-Asbestos
MUS 01 01 20084 (08/15) - Non-Stacking of Limits Endorsements
MUS 01 01 20094 (10/13) - Amendment of Conditions-Premium Audit
MUS 01 01 20112 (10/13) - Exclusion-Occupational Disease
MUS 01 01 20125 (09/15) - Exclusion-Injury to Employees, Temporary Workers and Contractors

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Applicant Copy

Damage Deposit Agreement

THIS AGREEMENT, made the 10th day of February 2017
by and between Greensboro Downtown Parks, Inc., a non-profit North Carolina corporation with its offices in Greensboro,
hereinafter referred to as "GDPI" and GSO Jaycees, (Agent and Title) hereinafter referred to as "LICENSEE".

Mailing Address: 315 S Greene St #200 Greensboro, NC Zip 27401

Telephone: 336 223 4752 FAX _____

Cell: 336 404 7433 Email: john.nosek@allentate.com

WITNESSETH:

THAT, WHEREAS, it is the desire of the LICENSEE to use CENTER CITY PARK/LEBAUER PARK, and the LICENSEE
has on this date confirmed reservation of CENTER CITY PARK/LEBAUER PARK for:

DATE AND TIME 4/1/17 10am-4pm

TYPE OF EVENT Tournament Fundraiser Bags to wishes

LICENSEE understands that this DAMAGE DEPOSIT in the amount of \$350 will be held until the conclusion
of the event and removal of all of Licensee's equipment and materials from the Park at which time the Event
Manager will make an inspection of the Park to determine if any physical damage has been done to the property,
or if any failure to properly clean Center City Park/LeBauer Park or to remove debris in the Park and adjacent
areas has occurred or if any additional fees for security, staffing, cleaning, equipment or otherwise apply. The
expense to repair any damage, complete a proper cleaning and removal of debris shall be paid from the Damage
Deposit together with any and all additional fees owed by Licensee. Any balance of the Damage Deposit will be
mailed to the Licensee within 15 business days. If the Damage Deposit is insufficient to cover the remediation
costs, Licenser shall invoice Licensee and Licensee shall promptly pay the balance due.

Mail the signed Damage Deposit Agreement with check payable to Greensboro Downtown Parks, 200 N. Davie
St., Box 22, Greensboro, NC 27401.

LICENSEE has read and understands all stipulations of this DAMAGE DEPOSIT AGREEMENT.

Signature

Signature

Print Name: Greensboro Downtown Parks, Inc.

Print Name: Agent for Licensee

Non-Refundable Holding Fee Agreement

THIS AGREEMENT, made the 7th day of February, 2017

by and between Greensboro Downtown Parks, Inc., a non-profit North Carolina corporation with its offices in Greensboro, hereinafter referred to as "GDPI" and GSO Jaycee, (Agent and Title) hereinafter referred to as "LICENSEE".

Mailing Address: 315 S Green Street #200
City Greensboro State NC Zip 27401

Telephone: Daytime 3362234752 Cell 3364047433 Fax _____

Email: John.Nosek@allentate.com

WITNESSETH:

THAT, WHEREAS, it is the desire of the LICENSEE to use CENTER CITY PARK/LEBAUER PARK, and the LICENSEE has on this date confirmed reservation of CENTER CITY PARK/LEBAUER PARK for:

DATE AND TIME: 4/11/17 10am-4pm TYPE OF EVENT tournament fundraiser Bags to Wishes

by submitting a HOLDING FEE which is the greater of \$200 or 50% of the Base User Fee, plus the Contract Administrative Fee in the amount of \$1748 by 2/20/17.

LICENSEE understands that additional fees will be applicable dependent on Licensee's needs and GDPI's requirements. Licensee understands that with this agreement, GDPI will reserve the area of the Center City Park/LeBauer Park designated by Licensee for the above date and time, making the designated portion of the Center City Park/LeBauer Park unavailable to others to use for that period of time. Therefore, **THE HOLDING FEE IS NON-REFUNDABLE**. In the event that circumstances cause Licensee to cancel said event, upon receipt of written notice of cancellation by Licensee, GDPI will attempt to book the date reserved by Licensee to another entity. If GDPI is able to book the date to another entity, then Licensee will receive a refund of the Holding Fee made by Licensee less any administrative costs.

LICENSEE agrees to accept the responsibility to read and understand all policies, complete all forms and paperwork and provide correct and complete information to Greensboro Downtown Parks, Inc.

All estimated fees, insurance certificate and the License to Use are due to GDPI at least two weeks prior to the event. Final approval of the event is dependent on Licensee's agreement to adhere to all stipulations in the License to Use document and GDPI Policies, Procedures and Fees. If Licensee is unable to adhere to all stipulations of said policies, the reservation may be cancelled by the Licensor. **THE HOLDING FEE IS NON-REFUNDABLE** unless GDPI is able to rebook the date as described above. GDPI does not accept responsibility for lack of availability of security staffing, acts of God, events happening at other public venues surrounding the Park or other factors beyond GDPI's control. Licensee should mail the signed Holding Fee Agreement with check payable to Greensboro Downtown Parks, 200 N. Davie St., Box 22, Greensboro, NC 27401.

LICENSEE has read and understands all stipulations of this HOLDING FEE AGREEMENT.

Signature

Print Name: Greensboro Downtown Parks, Inc.

Signature

Print Name: Agent for Licensee

License to Use Center City Park/Le Bauer Park

This **License to Use**, made this 7th day of February, 2017, by and between Greensboro Downtown Parks, Inc., a non-profit North Carolina corporation with its offices in Greensboro, (hereinafter referred to as “GDPI”) and GSO Jaycee (herein, Licensee).

WITNESSETH:

Agreement to License to Use: Licensor extends this License to Use that portion of Center City Park/Le Bauer Park, as hereinafter defined, to Licensee, and Licensee accepts such License to Use from Licensor. Center City Park is that City of Greensboro owned park in downtown Greensboro, North Carolina, bounded by North Elm Street on the West, Davie Street on the East, Friendly Avenue on the South and the Renaissance Plaza property line on the North, excluding the Elm Street Garden and Allées. Le Bauer Park is that City of Greensboro owned park in downtown Greensboro, North Carolina, bounded by Davie Street on the West, Greensboro Public Library/Church St. deck on the East, Greensboro Historical Museum on the North and the Greensboro Cultural Center on the South.

Term of License to Use Space: The terms of this License to Use shall be for April 1st, 2017 (date) from 8am to 6pm (time). During the term of the License to Use, the Licensee shall have the right to exclusive use of Lebauer Park Lawn and Stage (the Premises), subject to the terms of this License to Use.

Holding Fee: Licensee has paid a non-refundable Holding Fee of One Thousand Seven Hundred Forty Seven Dollars (\$1747) within ten days of receipt of Holding Fee Agreement to confirm reservation. _____(Please initial)

Fees: Licensee shall pay Licensor Three Thousand Four Hundred Ninety Five Dollars (\$3495) for the use of the Premises. Fees shall be paid to Greensboro Downtown Parks, Inc., 200 N. Davie St., Box 22, Greensboro, NC 27401, on or before March 1st, 2017. Applicable fees and service charges will be included in an Estimate Fees Addendum as agreed upon by Licensee and GDPI prior to the event, which Addendum shall be a part of this License to Use. Such fees will be paid in advance of the Special Event. An Estimate of Fees Addendum is attached which details all estimated charges. _____(Please initial)

Damage Deposit: Licensee shall pay by separate check drawn payable to GDPI a Damage Deposit of \$350 to secure Licensee’s compliance with all the conditions of this License to Use. The Deposit will be held until the conclusion of the Special Event after which time, GDPI will inspect Center City Park/Le Bauer Park to determine if any physical damage has been done to the property, or if any additional fees for security, staffing, cleaning, equipment or otherwise apply. The expense to repair any damage shall be paid from the Damage Deposit together with any and all additional fees owed by Licensee. Any balance of the Damage Deposit will be mailed to the Licensee within 15 business days. If

the Damage Deposit is insufficient to cover the remediation costs and additional fees, Licensor shall invoice Licensee and Licensee shall promptly pay the balance due.

Nature of the use of the Park: Licensee shall use the Premises for **Bags to Wishes** and no other purpose. Licensee shall use the Center City Park/Le Bauer Park in a careful and proper manner and shall comply with all laws, ordinances and regulations relating to the possession, use and maintenance of the Center City Park/Le Bauer Park, including, but not limited to all applicable park policies, rules and procedures, city noise and nuisance ordinances. Licensee shall make no alterations to the Center City Park/Le Bauer Park and agrees to abide by all of the policies and procedures for use of the Park as promulgated by GPDI.

Policies, Procedures and Fees: Licensee has read and understands the GPDI Policies, Procedures and Fees. _____ (Please initial)

Maintenance, Clean Up and Waste Removal: Licensee shall keep the Premises clean and in good repair and condition during the time Licensee has the use of the Premises. Licensee shall engage GPDI to remove all trash and other waste in the Premises during the time Licensee has use of the Premises. Licensee acknowledges that the Premises are in clean and well-kept condition at the beginning of the License to Use the Premises and agrees to return possession of the Premises to Licensor in the same or better condition. Licensee agrees that Licensee has read the Maintenance, Clean Up and Restoration section of the Park Policies and Procedures and agrees to abide by said policies and procedures.
_____ (Please initial)

Permits and Licenses: Licensee shall obtain all permits and licenses necessary for engaging in all activities connected with Licensee's use of the Premises.

Security: Licensee agrees to provide security in accordance with the Policies and Procedures of GPDI. _____ (Please Initial)

Sanitation: If the Center City Park/Le Bauer Park restrooms are insufficient for an event, the Lessee shall provide portable toilets or arrange for some other sanitation facilities, and the cleaning thereof, required by law and reasonably necessary for the use of the Premises during the time the Licensee has the use of the Premises.

Ownership of Equipment: Title to the Center City Park/Le Bauer Park and Center City Park's/Le Bauer Park's property shall at all times remain with the City of Greensboro.

Assignment and/or Modification: Licensee shall not assign this License to Use or allow any person other than people properly attending the Special Event to use the Premises without the written consent of GDPI. This License to Use may be modified in writing only and shall be signed by all parties hereto and is subject to immediate revocation by GDPI for violation of the terms and conditions of the License to Use.

Indemnity for Park Use: Licensee shall indemnify and hold GDPI and the City of Greensboro, harmless from any penalties, fines or other costs incurred by GDPI and the City of Greensboro as a result of Licensee's use of the Premises.

Liability for Personal Injury and Property Damage: Licensee assumes liability for injury, disability, death or any other damages suffered by a person in connection with Licensee's use of Center City Park/Le Bauer Park, specifically including injury, death or damage caused by the act or omission of the Licensor, its employees or agents. Licensee shall indemnify Licensor against and hold Licensor harmless from any loss or damage to Center City Park/Le Bauer Park or any personal or real property

damaged as a result of the use of Center City Park/Le Bauer Park by Licensee from any cause, specifically including any actions of Licensor, that occurs during the term of this License to Use. The Licensee shall indemnify and hold harmless Greensboro Downtown Parks, Inc. and the City of Greensboro, as owner of Center City Park/Le Bauer Park, and their members, directors, employees, agents and contractors from all loss, costs and expenses arising out of liability, or claim of liability, for injury or damages to persons or property sustained or claimed to have been sustained as the result of any act or omission of the Licensee or any of its officers, agents, employees, volunteers, guests, patrons or invitees or which is otherwise caused by the Licensee's use of the premises and said Licensee shall pay for any and all damages to the property. The Licensee shall reimburse Licensor for any expenses, including but not limited to reasonable attorney's fees and court costs, incurred as a result of any liability allegedly caused in any fashion related to the use of Center City Park/Le Bauer Park during the term of the License to Use.

Insurance: Licensee shall provide a certificate of comprehensive general public liability insurance for the date of the event against claims for bodily injury or death of not less than \$1,000,000 and not less than \$100,000 for property damage with no deductible. This certificate shall name Greensboro Downtown Parks, Inc. and the City of Greensboro as additional insureds. Greensboro Downtown Parks, Inc. and the City of Greensboro shall not be liable to the Licensee, its employees or agents for any defects, which at the time of acceptance of the Premises (as defined in this License to Use) exist or which may thereafter develop while being used by the Licensee.

All matters not authorized expressly by the terms of this License to Use shall be reserved to the discretion of Downtown Greensboro Parks, Inc. and the City of Greensboro. The Licensee shall be subject to the terms and conditions of the Policies, Procedures and Fees of the DGPI.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

Signature

Signature

Print name: Agent of
Downtown Greensboro Parks, Inc.

Print name: Agent of Licensee