

**2019-20 PMO COMMISSIONER CHECKLIST**

Thank you for serving as a PMO Commissioner! As your PMO’s single point of contact with the Fiesta Commission, you are the central connection between your organization and the other 100+ nonprofits that comprise Fiesta San Antonio. The following are important requirements and due dates that each PMO Commissioner must complete to ensure their organization and event are in good standing. Please review the list below and plan ahead to ensure your organization meets these deadlines. **Please be sure to read the monthly PMO Newsletters** and don’t hesitate to call the assigned Fiesta Commission staff member with questions.

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| **Due Date** | **Submission** | **FSAC Contact for Questions** |
| **June 11, 19 or 27** | Attend one mandatory orientation session of three dates offered | Amy Shawamy@fiestasanantonio.org |
| Review PMO Commissioner Position Description | Amy Shawamy@fiestasanantonio.org  |
| **July 5** | If requesting to change your Fiesta event’s name, day, or to hold the event outside of Fiesta, submit letter with request/rationale for Executive Committee and BoC approval. | Amy Shawamy@fiestasanantonio.org |
| **July 31** | Pay PMO Dues Invoice by mail or online ([www.fiestasanantonio.org/be-a-member/](http://www.fiestasanantonio.org/be-a-member/))  | Hank Reyeshank@fiestasanantonio.org  |
| Pay Commissioner Membership Dues Invoice (3) by mail or online  | Olivia Garzaolivia@fiestasanantonio.org  |
| Review Board of Commissioner Meeting and PMO Workshop Calendar and arrange for subs for those meetings you cannot attend. PMO attendance is noted on Accreditation Reviews, and PMOs missing 50 percent of BoC meetings are ineligible for Allocations and Grants. | Amy Shawamy@fiestasanantonio.org |
| Review FSAC Bylaws and Policies (emailed) | Amy Shawamy@fiestasanantonio.org |
| Begin recruitment of five new Fiesta Commission members | Olivia Garzaolivia@fiestasanantonio.org |
| **August**  | After reviewing 2020 medal Sales Guide and designing/ordering your PMO Medals; Make appointment to deliver PMO medals to The Fiesta Store  | Veronica Peña veronica@fiestasanantonio.org  |
| **September 1** | Confirm and submit PMO Contact Form | Olivia Garzaolivia@fiestasanantonio.org |
| Confirm and submit PMO Event Details Form | Olivia Garzaolivia@fiestasanantonio.org |
| Ensure PMO President has read Conflict of Interest Policy and returned a signed Conflict of Interest Form | Olivia Garzaolivia@fiestasanantonio.org |
| Read Conflict of Interest Policy and return Conflict of Interest Form signed by PMO Commissioner | Olivia Garzaolivia@fiestasanantonio.org |
| Complete and return the Official Fiesta San Antonio Commission Medal Request Form | Olivia Garzaolivia@fiestasanantonio.org |
| If your PMO received an Allocation for the previous Fiesta, submit final statement of revenue and disbursements showing the detailed profit or loss of the event or program along with copies of all receipts or an audited financial statement. | Hank Reyes hank@fiestasanantonio.org  |
| If requesting an Allocation for next Fiesta, submit Allocation Application | Hank Reyeshank@fiestasanantonio.org |
| If your PMO is scheduled for its five-year Accreditation and Compliance Review, review checklist and submit completed forms | Fernando Villarreal Fernando@fiestasanantonio.org  |
| **September 15** | Respond to request for any missing compliance items | Olivia Garzaolivia@fiestasanantonio.org |
| **October 1** | Complete recruitment of five new Fiesta Commission members | Olivia Garzaolivia@fiestasanantonio.org  |
|  | If your event wishes to sell event tickets in the Fiesta Store or website, request form. | Fernando Villarreal Fernando@fiestasanantonio.org  |
|  | Review the Fiesta Magazine advertising rate card and contact Traveling Blender directly for Fiesta Magazine Advertising | Louis Doucettelouis@travelingblender.com210-410-0014 |
| ***Unfortunately, Commission staff can no longer chase down missing requirements after October 1, and those PMOs with missing or incomplete forms will be out of compliance and not included in the magazine or online Fiesta event schedule until they become fully compliant.*** |
| **November 1** | Submit Fiesta Magazine ad artwork to Traveling Blender. | Louis Doucettelouis@travelingblender.com210-410-0014 |
| If your Fiesta event requires street closure(s), submit request for barricades/streets to be closed and when | Fernando Villarreal Fernando@fiestasanantonio.org  |
| Finalize PMO Outdoor, Radio, and/or TV Advertisement | Suzi Otis suzi@fiestasanantonio.org  |
| **December 1** | Review/approve final event listing for online and print calendars | Amy Shawamy@fiestasanantonio.org |
| **December 1** | Reserve table for your PMO at Pin Pandemonium | Olivia Garzaolivia@fiestasanantonio.org |
| **December 1** | Submit Military Support requests to FSAC Operations (a separate request for each Military unit requested)  | Fernando Villarreal Fernando@fiestasanantonio.org |
| **December 1** | Submit Fiesta Verde compliance form, Recycle Container Request and Green Events Application | Fernando Villarreal Fernando@fiestasanantonio.org |
| **February 15** | Submit three dates/times in order of preference for Fiesta Commission President and Miss Fiesta San Antonio to attend your Fiesta event and make a brief presentation to your PMO President or event chair | Paige Wolf paige@fiestasanantonio.org  |
| **March 12** | Attend the annual Medal Meeting with your PMO President and receive your Official Commission Medal, if ordered | Olivia Garzaolivia@fiestasanantonio.org |
| **March TBD** | Represent your PMO in an interesting way at Media Day | Paige Wolf paige@fiestasanantonio.org |
| **March 29** | If your PMO is applying to be one of nine voting members of the Executive Committee, submit application. | Amy Shawamy@fiestasanantonio.org  |
| **April 16** | Participate in PMO Parade at Fiesta Fiesta | Paige Wolf paige@fiestasanantonio.org |