



February 24, 2011  
7:00 pm  
Multi-Purpose Room

## Agenda

- I. Review and approval of the January 27, 2011 minutes
- II. Budget Report
- III. Staff Reports
  - a. Administration
  - b. Public Works
  - c. Police Department
  - d. Fire Department
- IV. Sub-committee Chairperson assignments
  - a. Decorations – Kathy Peters & Art Dick
  - b. Stage
  - c. Entertainment – Doug Sharp & Bob Pisciotta
  - d. Sponsorship – Kim Kobe
  - e. Marketing, advertising and material design – Marianne Noll
    - i. Graphic Artwork
    - ii. Ad Media
    - iii. Signage
    - iv. Brochure/Map
    - v. Facebook – Bob Pisciotta
  - f. Creativity Center
  - g. Patriotic Service
  - h. Food -
    - i. Pancake Breakfast
    - ii. HyVee
    - iii. Additional Vendors
    - iv. Water Booths
  - i. Hospitality – Doug Sharp
  - j. Volunteers
  - k. Children’s Parade – Julie Weiss
  - l. Information Booth – Bob Engel
  - m. Student Contest – Ed Roberts & Joel Crown
  - n. Community Spirit Award – Diana Ewy Sharp & Julie Weiss
  - o. Bike Rodeo – Adam Taylor
  - p. Children’s Fingerprinting – Ed Roberts
  - q. Committee Shirts
  - r. Committee Booths – Jeanne Koontz
  - s. Train Show – Jeanne Koontz
- V. WOW idea - Everyone
- VI. Monthly schedules and deadlines

## VILLAGEFEST COMMITTEE

January 27, 2011

The VillageFest Committee met January 27, 2011. Present and presiding, Marianne Noll. Members present: Katie Aguilera, Art Dick, Diana Ewy Sharp, Doug Sharp, Kim Kobe, Tony Lopez, Bob Pisciotta, Deke Rohrbach, Dale Warman, Julie Weiss, Cory Scheer, Quinn Bennion, Mike Helms, Bruce McNabb, Sgt. Byron Roberson, Mayor Ron Shaffer and Jeanne Koontz.

### **Introduction of Members**

Marianne Noll introduced herself as the chair of the committee for 2011. Committee members introduced themselves.

### **Minutes**

Art Dick moved approval of the minutes of the July 2010 meeting. Julie Weiss seconded the motion which passed unanimously.

### **Budget Report**

Marianne Noll reported the City budgeted \$16,000 again this year. Marianne said she would like to try Friends of VillageFest again this year to raise additional funds. She suggested starting with asking the City Council to donate. She said her husband, Council Member Noll, will make a donation and send a letter to the other council members. She stated that she would like to have 100 people give \$100. Letters could be sent to former committee members and those who have given to the Municipal Foundation previously.

Bob Pisciotta asked if there is any concern about losing sponsors this year. Marianne stated all of the sponsors have donated for more than one year and expects them to return with some amount of money. It may be a little harder this year because JazzFest is soliciting businesses as well.

Kim Kobe volunteered to chair the sponsorships.

Dale Warman volunteered to ask each of the homes associations in Prairie Village to sponsor. He said they might not be able to sponsor until 2012.

### **Review 2010 Event Schedule**

The committee decided to hold the event from 7:30 am to 1:30 pm keeping a similar schedule as last year.

The committee discussed moving the stage over the skate park. Committee members were concerned with the cost, lack of shade, and reduction in density of the event. Quinn Bennion noted the current stage is custom build by Public Works. Diana Ewy Sharp noted the current stage needs to be rebuilt. It would cost \$1,800 to rent a stage to go over the skate park. Dale Warman suggested building a stage that VillageFest and JazzFest could use. Dale Warman, Diana Ewy Sharp, Bob Pisciotta and Marianne Noll will research stage options.

The committee decided to ask all acts from 2010 back for 2011. Diana Ewy Sharp noted that people want to see the Marching Cobras. Marianne Noll said that one of the complaints with the Cobras was scheduling. Jeanne Koontz reported the Show Stoppers

Community Drill team would like to perform at VillageFest. They charge \$600 and have participated in the American Royal Parade, St. Patrick's Day Parade and Troost Festival. Dale Warman suggested having the Shawnee Mission East drill team and will look into it. The committee decided to explore various drill team options and make a decision at a later date. Bob Pisciotta said he would like to have Miller Marley back after the Patriotic Service.

Dale Warman suggested having Games4U who will bring a van on-site with 6 stations for video games. They have been a big success at the rodeo.

### **Staff Reports**

#### **A. Administration**

Jeanne Koontz said Chris Cakes and the rock wall are already booked. Chris Cakes is the same price as last year at \$3 per plate. Sister Act Face Painting, Michael Lundeen - Clowns and Clement McCrae Puppets have expressed interest for 2011. The committee agreed to ask them back for 2011. Their fees are the same as 2010.

The City Attorney approved a Sponsor Agreement that will stipulate the conditions of the sponsorship. Each sponsor will need to sign an agreement.

#### **B. Public Works**

No Report.

#### **C. Police Department**

No Report.

#### **D. Fire Department**

Tony Lopez asked for a re-cap of what the Fire Department has done in the past. Byron Roberson said he would meet with Tony to discuss.

### **Sub-Committee Chairperson Assignments**

#### **A. Decorations**

Kathy Peters and Art Dick will chair again this year.

#### **B. Entertainment**

Doug Sharp and Bob Pisciotta volunteered to work on entertainment. Doug said that last year's band, Kokomo, was the most successful band in a number of years. Jeff Wright, a local resident, is a member of the band and books other local bands as well. Last year the committee informally agreed to book the Karen Davis Project which is an R & B band. Doug said he and Bob will look at various options.

#### **C. Sponsorship**

Kim Kobe will work on soliciting sponsors.

#### **D. Marketing, advertising and material design**

Marianne Noll will work with Don Mackey on the flyer and logo. Bob Pisciotta will update the Facebook page. Diana Ewy Sharp asked if the committee wanted a different logo design for the 15<sup>th</sup> Anniversary. The committee discussed creating a separate logo for the City's 60<sup>th</sup> Anniversary.

#### **E. Creativity Center**

Katie Aguilera volunteered to run the creativity center again this year.

F. Patriotic Service

The committee reviewed the Patriotic Service. Quinn asked the committee if they would be interested in a brass orchestra in lieu of singing at the event. The committee asked him to look into it.

G. Food

Marianne Noll will contact Hy-Vee and Bob and Peggy Miller. Diana Ewy Sharp will contact Fresher than Fresh Snow Cones. Deke Rohrbach will contact a vendor regarding liquid nitrogen ice cream. Bob Pisciotta said he would like to see funnel cakes and Fritz's does a nice job with hot dogs and sausages.

Jeanne Koontz said that a Boy Scout Troop has asked if they could sell water. They will use the proceeds to fund their community service projects. The committee liked the idea. Marianne will speak to Hy-Vee about it.

H. Hospitality

Doug Sharp will coordinate. Johnny's is willing to provide food again.

I. Volunteers

Marianne Noll said she will ask Nici Flinn to coordinate again.

J. Children's Parade

Julie Weiss will coordinate.

K. Information Booth

Bob Engel will coordinate.

L. Student Contest

Ed Roberts and Joel Crown will coordinate.

M. Community Spirit Award

Diana Ewy Sharp and Julie Weiss will coordinate. Marianne Noll suggested sending the nomination form to Municipal Foundation donors.

N. Bike Rodeo

Byron Roberson will check to see if Adam Taylor is coordinating again.

O. Children's Fingerprinting

Ed Roberts will coordinate.

P. Committee Shirts

Dale Warman will speak to a vendor about printing them at cost.

Q. Committee Booths

Jeanne Koontz will coordinate.

R. Train Show

Jeanne Koontz will try to find their contact information.

**WOW Idea**

Dale Warman will get a price for skydivers and a confederate air force flyover.

**Other**

Marianne Noll said she has been approached about having arts and crafts booths. Diana Ewy Sharp said it was tried early on but the vendors wanted to be indoors. Deke Rohrbach said most vendors will not find it worthwhile for such a short event.

The meeting adjourned at 8:35 pm.

Marianne Noll  
Chair

First Name	Last Name	Address	City	State	Zip Code	Phone	Email
Heidi	Bennion	8956 Rosewood Dr	PV	KS	66207		
Quinn	Bennion	7700 Mission Rd	PV	KS	66208	381-6464	<a href="mailto:qbennion@pvkansas.com">qbennion@pvkansas.com</a>
Jim	Bernard Jr.	9104 Delmar	PV	KS	66207	385-7088	<a href="mailto:jhb2@msn.com">jhb2@msn.com</a>
Joel	Crown	4200 W 69th St	PV	KS	66208	722-1272	<a href="mailto:jcrown@kc.rr.com">jcrown@kc.rr.com</a>
Arthur	Dick	5116 W 68th St	PV	KS	66208	722-5268	<a href="mailto:adick1@kumc.edu">adick1@kumc.edu</a>
Bob	Engel	7808 Mohawk Dr	PV	KS	66208	309-235-6361	<a href="mailto:bob_engel@hotmail.com">bob_engel@hotmail.com</a>
Diana	Ewy Sharp	7815 Mohawk Dr.	PV	KS	66208	383-2291	<a href="mailto:dianael242@aol.com">dianael242@aol.com</a>
Charlena	Grigery					417-540-1098	<a href="mailto:charlena.10@gmail.com">charlena.10@gmail.com</a>
Mike	Helms	3535 Somerset	PV	KS	66208	816-810-3603	<a href="mailto:mhelms@pvkansas.com">mhelms@pvkansas.com</a>
Wes	Jordan	7710 Mission Rd	PV	KS	66208	385-4621	<a href="mailto:wjordan@pvkansas.com">wjordan@pvkansas.com</a>
Kim	Kobe	9306 Roe	PV	KS	66207	901-0220	<a href="mailto:kimkobe@swbell.net">kimkobe@swbell.net</a>
Jeanne	Koontz	7700 Mission Rd	PV	KS	66208	385-4662	<a href="mailto:jkoontz@pvkansas.com">jkoontz@pvkansas.com</a>
Lillian	Kuras	5108 Foxridge Dr	Mission	KS	66202	999-7150	<a href="mailto:lillian.kuras@gmail.com">lillian.kuras@gmail.com</a>
Tony	Lopez	3921 W 63rd St	PV	KS	66208	816-935-8194	<a href="mailto:tony.lopez@cf2.org">tony.lopez@cf2.org</a>
Bruce	McNabb	3535 Somerset	PV	KS	66208	385-4655	<a href="mailto:bmcnabb@pvkansas.com">bmcnabb@pvkansas.com</a>
Marianne	Noll	4500 W 71st Ter	PV	KS	66208	262-1560	<a href="mailto:marianneinpv@sbcglobal.net">marianneinpv@sbcglobal.net</a>
Kathy	Peters	9642 Beverly	OP	KS	66207	722-6973	<a href="mailto:kpeters49520@everestkc.net">kpeters49520@everestkc.net</a>
Bob	Pisciotta	4504 W 67th St	PV	KS	66208	677-5369	<a href="mailto:bob@pisciotta.org">bob@pisciotta.org</a>
Byron	Roberson	7710 Mission Rd	PV	KS	66208	385-4617	<a href="mailto:broberson@pvkansas.com">broberson@pvkansas.com</a>
Ed	Roberts	7309 Canterbury	PV	KS	66208	722-6185	<a href="mailto:eroberts9@kc.rr.com">eroberts9@kc.rr.com</a>
Deke	Rohrbach	10010 Noland Rd	Lenexa	KS	66215	481-4141	<a href="mailto:dkrinks@gmail.com">dkrinks@gmail.com</a>
Cory	Scheer	1435 Buckeye	Liberty	MO	64068	816-518-8163	<a href="mailto:coryscheer@kansascityymca.org">coryscheer@kansascityymca.org</a>
Tim	Schwartzkopf	7710 Mission Rd	PV	KS	66208	385-4609	<a href="mailto:tschwartzkopf@pvkansas.com">tschwartzkopf@pvkansas.com</a>
Ronald	Shaffer	7700 Mission Rd	PV	KS	66208	381-6464	<a href="mailto:mayor@pvkansas.com">mayor@pvkansas.com</a>
Doug	Sharp	7815 Mohawk Dr.	PV	KS	66208	383-2291	<a href="mailto:sharplandscapes@aol.com">sharplandscapes@aol.com</a>
Dale	Warman	6501 Hodges	PV	KS	66208	236-9730	<a href="mailto:dwarman1@kr.rr.com">dwarman1@kr.rr.com</a>
Julie	Weiss	3215 W 71st Terr	PV	KS	66208	909-6878	<a href="mailto:javw47@yahoo.com">javw47@yahoo.com</a>

VillageFest Revenue 2011

Item/Source	Budget	Received	Committed	2010 Income	2009 Income	2008 Income	
City Allocation	\$ 16,000.00		\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	GF
Food Vendor Fee	\$ 350.00			\$ 350.00	\$ 525.00	\$ 350.00	GF
Capital Federal	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	MF
Intrust					\$ -	\$ 500.00	N/A
Nations Title					\$ 100.00	\$ 750.00	MF
Commerce Bank	\$ 1,000.00			\$ 1,000.00	\$ 500.00	\$ 1,000.00	GF
Taylor Made Team	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	GF
Meadowbrook Country Club					\$ 500.00	\$ 500.00	GF
Community America	\$ -				\$ -	\$ 500.00	N/A
Renewal	\$ 750.00			\$ 750.00	\$ 750.00	\$ 750.00	GF
Highwoods	\$ -				\$ -	\$ 1,000.00	N/A
Lane4 Properties							
AT&T	\$ -				\$ -		N/A
Brighton Gardens				\$ -	\$ 500.00	\$ 500.00	
Old Mission Masonic Lodge	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	MF
O'Neill's Restaurant	\$ 500.00			\$ 500.00	\$ 500.00	\$ -	GF
Mission Road Animal Clinic	\$ 500.00			\$ 500.00	\$ 500.00	\$ -	GF
PV Homes Association	\$500.00			\$ 500.00	\$500.00	\$ -	GF
Fulk Chiropractic				\$ 750.00	\$0.00		GF
Harvey for Senate				\$ 750.00	\$0.00		GF
Prairie Village Arts Council	\$ 300.00			\$ 350.00	\$ 300.00	\$ -	GF
Pancake Breakfast	\$ 4,000.00						
<b>SUBTOTAL</b>	<b>\$ 26,900.00</b>	<b>\$ -</b>	<b>\$ 16,000.00</b>	<b>\$ 24,450.00</b>	<b>\$ 23,675.00</b>	<b>\$ 24,850.00</b>	
Friends of VillageFest				\$ 54.00		\$ 778.00	
<b>TOTAL</b>	<b>\$ 26,900.00</b>	<b>\$ -</b>	<b>\$ 16,000.00</b>	<b>\$ 24,504.00</b>	<b>\$ 23,675.00</b>	<b>\$ 25,628.00</b>	

VillageFest Expenses 2011

Item/Activity	Orig Budget	Change	Amended	Allocated	Spent	Balance	2010 Expenses	2009 Expenses	2008 Expenses
<b>Entertainment</b>	\$ 5,000.00	\$ -	\$ 5,000.00						
Cobras				\$ -					\$ 750.00
Cosgrove/Funky Mama/Sound System				\$ 2,300.00			\$ 2,750.00	\$ 2,100.00	\$ 2,100.00
Headliner							\$ 2,123.00	\$ 1,500.00	\$ 1,500.00
Patriotic Service Singer							\$ 100.00	\$ 100.00	\$ 100.00
Color Guard/JROTC							\$ -	\$ -	\$ 100.00
Miller-Marley Dance Emcee							\$ 100.00	\$ 200.00	\$ 50.00
<b>Total Entertainment</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>\$ 5,000.00</b>	<b>\$ 2,300.00</b>	<b>\$ -</b>	<b>\$ 2,700.00</b>	<b>\$ 5,073.00</b>	<b>\$ 3,900.00</b>	<b>\$ 5,800.00</b>
<b>Family Activities</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>						
Petting Zoo				\$ 937.50			\$ 900.00	\$ 875.00	\$ 875.00
Stiltwalker							\$ 300.00	\$ 300.00	
Clement McCrae Puppets				\$ 875.00			\$ 875.00	\$ 875.00	\$ 850.00
Creativity Center							\$ -		
Estimated Supplies							\$ 651.13	\$ 498.56	\$ 30.52
Face Painter - Sister Act 5 for 3 hrs				\$ 1,200.00			\$ 1,200.00	\$ 960.00	\$ 300.00
Scott Klamm							\$ 188.00	\$ 188.00	\$ 250.00
Pony Rides				\$ 937.50			\$ 900.00	\$ 875.00	\$ 875.00
Mascots							\$ -		
KC Wolf							\$ -	\$ 625.00	\$ 600.00
Wacky Banana							\$ 1,750.00	\$ 1,750.00	\$ 1,800.00
Train Show							\$ 150.00	\$ 150.00	\$ 150.00
Mustang Club							\$ -		\$ 120.00
Forever Young Clowns (3 clowns for 3 hours)				\$ 450.00			\$ 450.00	\$ 450.00	\$ 300.00
Petting Zoo Cups & Sanitizer							\$ 33.33	\$ 28.20	\$ 27.71
Fun Services - Apple Ride, Rock Wall, 2 operations attendants				\$ 752.24			\$ 2,185.00	\$ 1,310.00	
Fun Services - Rock Wall									
Deposit for 2011				\$ 487.24			\$ 487.24		
Re-enactor - Rolland Love							\$ 150.00	\$ 100.00	
Magician - Eric Price							\$ 300.00	\$ 275.00	
SME Robotics							\$ 100.00		
Greg Keller - Balloon Artist							\$ 300.00		



VillageFest Expenses 2011

Item/Activity	Orig Budget	Change	Amended	Allocated	Spent	Balance	2010 Expenses	2009 Expenses	2008 Expenses
Beaks N Wings	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	
<b>Total Family Activities</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ 5,639.48</b>	<b>\$ -</b>	<b>\$ 4,360.52</b>	<b>\$ 10,919.70</b>	<b>\$ 9,259.76</b>	<b>\$ 8,523.23</b>
<b>Pancake Breakfast</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>						
Chris Cakes							\$ 2,500.52		
Coffee Vendor					\$ -		\$ 462.50		
Start-up Cash					\$ -		\$ 400.00		
<b>Total Pancake Breakfast</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>	<b>\$ 3,363.02</b>	<b>\$ -</b>	
<b>Advertising</b>	<b>\$ 300.00</b>	<b>\$ -</b>	<b>\$ 300.00</b>						
The Kansas City Star ads									\$ 1,138.50
Tastebud Magazine				\$ -	\$ -		\$ -	\$ 520.00	
Flyers				\$ -	\$ -		\$ -		
Don Mackey							\$ 300.00	\$ 675.00	\$ 600.00
Alphagraphics					\$ -		\$ -		\$ 813.96
Insert Flyer in Voice					\$ -		\$ -		\$ 656.00
<b>Total Advertising Budget</b>	<b>\$ 300.00</b>	<b>\$ -</b>	<b>\$ 300.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	<b>\$ 1,195.00</b>	<b>\$ 4,726.46</b>
<b>Supplies</b>	<b>\$ 2,650.00</b>		<b>\$ 2,650.00</b>						
All Seasons Tent							\$ 728.51	\$ 671.25	\$ 674.39
Decorations							\$ -		
Balloons							\$ 650.00	\$ 650.00	\$ 650.00
Flags							\$ -		\$ 248.40
Give-aways							\$ 533.66	\$ 541.63	\$ 608.58
Gift Card prizes for Student Contest							\$ 200.00	\$ 175.00	\$ 175.00
Community Service Awards							\$ 125.00	\$ 230.00	\$ 225.00
VF Shirts							\$ 825.00	\$ 33.29	
16 Trash Cans							\$ 287.84		
7 Tables							\$ 349.93		
Yard Signs							\$ 610.00		
9 Tents							\$ 587.20		
Boomlift							\$ 436.00	\$ 361.88	\$ 432.46
<b>Total Supplies</b>	<b>\$ 2,650.00</b>	<b>\$ -</b>	<b>\$ 2,650.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,650.00</b>	<b>\$ 5,333.14</b>	<b>\$ 2,663.05</b>	<b>\$ 5,576.68</b>
<b>TOTAL</b>	<b>\$ 21,950.00</b>	<b>\$ -</b>	<b>\$ 17,950.00</b>	<b>\$ 7,939.48</b>	<b>\$ -</b>	<b>\$ 10,010.52</b>	<b>\$ 24,988.86</b>	<b>\$ 17,017.81</b>	<b>\$ 24,626.37</b>

Municipal Foundation  
VillageFest Account

2010 Sponsorship	\$ 2,000.00
2009 Sponsorship	\$ 2,500.00
2008 Sponsorships	\$ 1,000.00
2007 Sponsorships	\$ 2,000.00
2006 Sponsorships	\$ 1,000.00
Friends of VillageFest	\$ 832.00
VillageFest Bags Expenses	\$ (926.96)
VillageFest Bags Revenue	\$ 489.82
T-shirt Revenue	\$ 161.25
Interest Income	\$ 189.77
<b>Total Balance</b>	<b>\$ 9,245.88</b>

**VillageFest 2011  
Staff Report #2**

1. The following acts are booked for 2011.
  - a. Petting Zoo & Pony Rides – \$1,875
  - b. Jim Cosgrove, Funky Mama and Sound System - \$2,300
2. Wacky Banana Inflatables - \$1,750
  - a. Last year they offered to let us try the Pedestal Joust for free. The spot they were planning on using was sectioned off for handicap parking so they did not set-up. They are offering it again this year. We will need to find an adequate location.
  - b. Will have a complete list of new offerings in April if we want to swap for something new
  - c. They received two complaints from parents who wanted their children to play on Wacky Banana inflatables after 2 P.M. They give parents a 15 min, 10 min, and 5 min warning before they close. They extend that warning if needed for line size.
  - d. There is a new procedure that is being enacted across the inflatable industry. Wacky Banana will be one of the first moonwalk/inflatable companies to switch to new liability forms. Every participant on a Wacky Banana equipment will need to have a signed waiver of release before being allowed to play on the equipment. For non-adults they will need parent/guardian permission. They will have these forms with them and a Wacky Banana information table (the table will also have the times of our closing, 2 P.M., to help with for mentioned gripe) set up with an employee to collect the forms. When a form is turned in the participant is given a bracelet to wear. No one will be allowed to play without said bracelet. The forms will be on their website [www.kcwackybanana.com](http://www.kcwackybanana.com) for anyone wanting to download the PDF, print it, sign it, and bring it to the event already completed. They will have plenty of signs explaining the bracelets on each inflatable and at their table. The upside of the form is every parent is explained the rules/risk and signs a waiver that releases liability from Wacky Banana. The City of Prairie Village is still on the insurance as additionally insured under ISERA, therefore the signatures collected will also release the City of Prairie Village. Wacky Banana will still add Prairie Village to their insurance policy as a courtesy for the 2011 year.
3. Fun Services
  - a. The rides we had last year are not available this year. This happened last year with the Rock Wall. Our contact suggests booking items one year out to ensure that we get the items we want. Usually a 50% deposit is required but they are willing to take less. Need to discuss whether we want to book rides for 2012.
  - b. Reserved Spin the Apple - \$265 – It is for the same age range as the Kiddie Ferris Wheel
4. Need to decide if we want to invite back the following acts
  - a. Eric Price – Magician - \$300 for 1 ½ hours
  - b. Rolland Love – Re-enactor - \$150
  - c. Scott Klamm – Musician - \$188 for 1 ½ hours
  - d. Trent Carter – Food Vendor
  - e. Grego’s Balloons – Balloon Artist - \$300 for 4 hours
  - f. Train Show - \$100
5. Scheduled to end at 1:30 pm. Do we want all activities to end at this time?

## VillageFest To-Do List by Month/Sub-Committee

### JANUARY

#### **Logistics/staff**

1. Determine date and time of event
2. Establish subcommittees

#### **Fundraising**

1. Send out Fundraising Letter to past sponsors and any potential new sponsors

#### **Entertainment**

1. Determine returning acts

#### **Publicity/Marketing**

1. Update Logo

#### **Pancake Breakfast**

1. Determine pancake vendor

#### **Food**

1. Determine returning food vendors
2. Find coffee vendor

### FEBRUARY

#### **Logistics/staff**

1. Update on returning acts
2. Establish preliminary schedule

#### **Fundraising**

1. Follow-up on fundraising letters

#### **Entertainment**

1. Preliminary ideas for main stage entertainment

#### **Volunteer**

1. Compile initial needs list for volunteers

#### **Patriotic Service**

1. Preliminary ideas for Patriotic Service

### MARCH

#### **Logistics/staff**

1. Finalize entertainment contracts and vendors
2. Update on schedule

#### **Fundraising**

1. Update on commitments

#### **Entertainment**

1. Update on main stage entertainment

#### **Patriotic Service**

1. Update on ideas for Patriotic Service

#### **Student Contest**

1. Determine student poster contest theme

#### **Pancake Breakfast**

1. Determine price per plate

## **APRIL**

### **Logistics/staff**

1. Finalize schedule – Jeanne Koontz/Committee
2. Parking – Sgt. Roberson
3. Begin logistical list – tents/tables/electrical – Mike Helms/Jeanne Koontz
4. T-Shirt order – Jeanne Koontz
5. Order Giveaways – Jeanne Koontz
6. Update VF Map – Mike Helms/Jeanne Koontz

### **Fundraising**

1. Update on commitments
2. Logos for all sponsors
3. Determine sponsors on-site

### **Entertainment**

1. Finalize main stage entertainment

### **Volunteer**

1. Begin volunteer recruitment

### **Publicity/Marketing**

1. Begin work on Flyer

### **Creativity Center**

1. Get list of supplies to Jeanne to order

### **Patriotic Service**

1. Finalize Patriotic Service

### **Food**

1. Finalize Food Vendors

## **MAY**

### **Logistics/staff**

1. Finalize logistical list – tents/tables/electrical – Mike Helms/Jeanne Koontz
2. Finalize T-Shirt order – Jeanne Koontz
3. Update Website – Jeanne Koontz

### **Fundraising**

1. Gather banners for all sponsors
2. Collect money for all sponsors

### **Entertainment**

1. Determine sound system needs

### **Volunteer**

1. Continue volunteer recruitment

### **Publicity/Marketing**

1. Finalize Flyer
2. Write Newsletter Article

### **Creativity Center**

2. Get list of supplies to Jeanne to order

## JUNE

### **Logistics/staff**

1. All contracts approved and insurance received – Jeanne Koontz
2. Finalize logistical list – Mike Helms/Jeanne Koontz
3. E-news notice – Jeanne Koontz
4. Lists for the event – Jeanne Koontz
5. Petty cash for info booth and pancake breakfast – Jeanne Koontz
6. Submit Check Requests – Jeanne Koontz

### **Fundraising**

1. Get # of pancake breakfast tickets for sponsors

### **Volunteer**

1. Finalize volunteer schedule

### **Publicity/Marketing**

1. Send Press Releases
2. Submit to Community Calendars
3. Yard Sign Distribution

### **Pancake Breakfast**

1. Make signs for pancake breakfast – Jeanne Koontz

## JULY

### **Logistics/staff**

1. Set-up on July 2<sup>nd</sup> – Public Works

### **Volunteer**

1. Send reminder to all volunteers

### **Creativity Center**

1. Set-up on July 2<sup>nd</sup> or 3rd

### **Decorations**

1. Flag distribution on July 3rd
2. Set-up on July 4th