



March 22, 2012
7:00 pm
Multi-Purpose Room

Agenda

- I. Open Meeting
- II. Review and approval of the February 23, 2012 minutes
- III. Staff Reports
 - a. Administration
 - b. Public Works
 - c. Police Department
 - d. Fire Department
- IV. Budget Report
- V. Planning group reports
 - a. Entertainment – Quinn Bennion
 - i. Review of survey
 - b. Sponsorship - Marianne Noll
 - c. Marketing – Marianne Noll, Jeanne Koontz
 - i. Window clings are in.
 - d. Children’s Craft Center - Patty Jordan
 - e. Crafts – Patty Jordan
 - f. Patriotic Service -
 - g. Food – Susan Forrest
 - i. Pancake Breakfast
 - ii. HyVee
 - iii. C-C Food and Beverage
 - iv. Popcorn Man
 - v. Water Booths
 - h. Grilling Contest – Deke Rohrbach
 - i. History Display – Toby Fritz
 - j. Hospitality - Doug Sharp
 - k. Volunteers – Beth Cavanaugh
 - l. Children’s Parade – Andrea Bentz
 - m. Information Booth – Beth Cavanaugh
 - n. Student Contest -
 - o. Community Spirit Award – Diana Sharp
 - i. Plaques for City Hall
 - p. Bike Rodeo – Byron Roberson
 - q. Children’s Fingerprinting – Ed Roberts
 - r. Committee Shirts – Marianne Noll
 - s. Committee Booths – Jeanne Koontz
- VI. Monthly schedules and deadlines.
- VII. Next Meeting April 26, 2012

VILLAGEFEST COMMITTEE

February 23, 2012 Minutes

The VillageFest Committee met February 23, 2012 at 7:00 pm. Present and presiding, Marianne Noll. Members present: Diana Ewy Sharp, Toby Fritz, Ted Fritz, Kathy Peters, Beth Cavanaugh, Ed Roberts, Susan Forrest, Dale Warman, Quinn Bennion, Sgt. Byron Roberson, Mike Helms and Jeanne Koontz.

Minutes

Ed Roberts moved approval of the minutes of the January 26, 2012 meeting. Dale Warman seconded the motion which passed unanimously.

Staff Reports

A. Administration

The committee decided to contract with the following acts for 2012: Jim Cosgrove, Funky Mama and the sound system; Petting Zoo & Pony Rides, Games 2 U Van, Human Hamster Balls, Photo Booth, Face Painters, and Wacky Hair.

The committee reviewed the quote from Inflatabilities and expressed concern with going with an unknown company, whether the inflatables were comparable and insurance coverage. Jeanne Koontz said she would follow up regarding the insurance issue and the type of inflatables.

B. Public Works

Public Works feels that the stage will work and it will be less expensive going forward. Electrical outlets will need to be put in. Quinn Bennion expressed concern with people looking uphill at the stage.

C. Police Department

Byron Roberson reported that there will not be a dunk tank for Special Olympics this year.

D. Fire Department

No report. Marianne Noll asked the committee to consider how we choose who gets to go up in the bucket with the Mayor.

Budget Report

Marianne Noll reported that \$750 has been received from Friends of VillageFest. Toby Fritz asked if Google had been explored as a sponsor.

Activity Reports

A. Entertainment - Quinn Bennion

Quinn Bennion reported that he has a list of 44 bands in the \$600 to \$1,000 price range. The committee requested a high energy band. Quinn said he would narrow down that list and let the committee make the final decision.

Marianne Noll suggested an act to replace Uncle Sam on Stilts. Laughing Matters is a mime/juggling duo that can move crowds. Marianne will follow up with them and get more information.

B. Sponsorship - Marianne Noll

Sponsorship letters were sent to previous sponsors. Capitol Federal and O'Neill's have committed to sponsorships again this year. Sponsor letters will be sent to potential new

sponsors within the next month. Friends of VillageFest letters were sent to committee members and small businesses. \$750 has been received so far.

- C. Marketing - Marianne Noll & Jeanne Koontz
Marianne Noll reported that the VillageFest url now directs traffic to the City's homepage but she would like it to go directly to the VillageFest webpage or have a website created.
- D. Children's Craft Center - Patty Jordan
No report.
- E. Crafts - Patty Jordan
Quinn Bennion gave Patty a sample application. Marianne Noll suggested the crafters be put by the grilling contest.
- F. Patriotic Service
Marianne Noll asked if a singer was needed. The committee said they would like to have a singer.
- G. Food Vendors - Susan Forrest
The committee agreed to follow-up with the previous vendors.
- H. Grilling Contest - Deke Rohrbach
Marianne Noll reported the Grilling Contest will take place at 10:30 am with the awards announced at 1:30 pm. The contest will take place at the Harmon Park Pavilion and will include 24 contestants. The entry fee is \$20. The judging will take place at the Santa Fe Park Pavilion.
- I. History Display - Ted Fritz
Ted Fritz said he still needs a few more pictures and the display from the EPA. He asked if someone could do an educational piece on the City's Geothermal Project.
- J. Hospitality - Doug Sharp
No report.
- K. Volunteers - Beth Cavanaugh
No report.
- L. Children's Parade - Andrea Bentz
No report.
- M. Information Booth - Beth Cavanaugh
No report.
- N. Student Contest
Marianne Noll suggested contacting after-school programs.
- O. Community Spirit Award - Diana Ewy Sharp and Toby Fritz
No report.
- P. Bike Rodeo - Adam Taylor
No report.
- Q. Children's Fingerprinting - Ed Roberts
No report.

R. Committee Shirts - Marianne Noll
No report.

S. Committee Booths - Jeanne Koontz & Marianne Noll
Toby Fritz reported that the Environmental Committee would like a booth in the same location.

Other

Quinn Bennion suggested having a tethered hot air balloon. Two balloons would be approximately \$2,000 for about 2 hours.

Quinn Bennion suggested having a Brass Band at the pancake breakfast.

Marianne Noll asked Dale Warman to request the National Guard Equipment for the event.

The meeting adjourned at 8:30 pm.

Marianne Noll
Chair

**VillageFest 2012
Staff Report #3**

1. Need to discuss clowns/balloon artist
2. Inflatables
 - Sent Wacky Banana an email on March 2nd regarding plans for waivers and price match. No response yet.
3. Review Preliminary Schedule

Preliminary Schedule

Main Stage Schedule	
Time	Event
9:00 - 9:30	Funky Mama
10:00 - 11:00	Jim "Mr. Stinky Feet" Cosgrove & the Hiccups!
12:00 - 1:30	Headliner

Harmon Park Pavilion Schedule	
Time	Event
7:30 - 11:00	Chris Cakes Pancake Breakfast
7:30 - 1:30	DJ ??????
9:00 - 9:45	Patriotic Service -Color Guard -Welcome by Mayor/Pledge of Allegiance -Star Spangled Banner - ????? -Presentation of Student Poster Contest Winners ??? -Community Spirit Awards
10:30 - 1:30	Burger Contest

Other Events		
Time	Event	Location
8:00 - 1:30	Information Booth	City Hall
8:30 - 1:30	Rock Wall & Trackless Train	Parking Lot near Skate Park
9:30 - 1:30	Child ID Program	Council Chambers
9:30 - 1:30	National Guard	Parking Lot
9:30 - 1:30	Public Safety & Fire Safety Demos	Parking Lot
9:30 - 1:30	City Committee Displays (Environmental, Arts Council, Sister City, JazzFest)	Campus Lawn
9:30 - 1:30	Trails Display	Council Chambers
9:30 - 1:30	YMCA Kids Tumbling Area	Campus Lawn
9:30 - 1:30	Games 2 U Video Game Van	Parking Lot
9:30 - 1:30	Human Hamster Balls	North of Main Stage
9:30 - 1:30	Children's Craft Center	Community Center
9:30 - 1:30	Inflatables	Campus Lawn
9:30 - 1:30	Petting Zoo	Campus Lawn
9:30 - 1:30	Pony Rides	South of Community Center
9:30 - 1:30	Photo Booth	TBD
9:30 - 1:30	Sister Act Face Painting	TBD
9:30 - 1:30	Wacky Hair	TBD
10:00	Clement McCrae Puppet Show	South of Community Center
10:00 - 12:00	Bike Rodeo	PD Parking Lot
10:30 - 1:30	HyVee Food Station	Basketball Court
11:00	Children's Parade Staging	Circle Drive
11:00	Clement McCrae Puppet Show	South of Community Center
11:15	Children's Parade	Mission Rd
12:00	Clement McCrae Puppet Show	South of Community Center
1:00	Clement McCrae Puppet Show	South of Community Center

VillageFest Revenue 2012

Item/Source	Budget	Received	Committed
City Allocation	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Food Vendor Fee	\$ 350.00		
Capital Federal	\$ 1,000.00		\$ 1,000.00
Commerce Bank	\$ 1,000.00		
Taylor Made Team	\$ 1,000.00		
Renewal	\$ 750.00		
Lane4 Properties	\$ 1,000.00		
Old Mission Masonic Lodge	\$ 500.00		
O'Neill's Restaurant	\$ 500.00	\$ 500.00	\$ 500.00
Mission Road Animal Clinic	\$ 500.00		
Prairie Village Arts Council	\$ 350.00		
60th Anniversary	\$ -		
Pancake Breakfast	\$ 1,000.00		
Shirts	\$ 200.00		
SUBTOTAL	\$ 23,150.00	\$ 15,500.00	\$ 16,500.00
Friends of VillageFest		\$ 1,725.00	
TOTAL	\$ 23,150.00	\$ 17,225.00	\$ 16,500.00

VillageFest Expenses 2012

Item/Activity	Budget	Spent	2011 Expenses
Entertainment			
Cobras	\$ -	\$ -	\$ -
Cosgrove/Funky Mama/Sound System	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
Headliner	\$ 1,200.00		\$ 2,123.00
Patriotic Service - DJ Singer	\$ 400.00		\$ 400.00
	\$ 100.00		\$ 100.00
Color Guard/JROTC		\$ -	\$ -
Miller-Marley Dance		\$ -	\$ -
Skydivers			\$ 2,115.00
Main Stage DJ	\$ 500.00		
Emcee	\$ -		\$ 100.00
Total Entertainment	\$ 4,500.00	\$ 2,300.00	\$ 7,138.00
Family Activities			
Petting Zoo	\$ 975.00	\$ 975.00	\$ 937.50
Stiltwalker	\$ 300.00		\$ 300.00
Clement McCrae Puppets	\$ 875.00	\$ 875.00	\$ 875.00
Craft Center Supplies	\$ 500.00		\$ 508.50
Face Painter - Sister Act 5 for 4 hrs	\$ 1,600.00	\$ 1,600.00	\$ 1,200.00
Scott Klamm	\$ -	\$ -	\$ -
Pony Rides	\$ 975.00	\$ 975.00	\$ 937.50
Mascots	\$ -	\$ -	\$ -
KC Wolf	\$ -	\$ -	\$ -
Wacky Banana	\$ 1,750.00		\$ 1,750.00
Train Show		\$ -	\$ -
Mustang Club	\$ -	\$ -	\$ -
Forever Young Clowns (3 clowns for 3 hours)	\$ 450.00		\$ 450.00
Petting Zoo Cups & Sanitizer	\$ 20.00		\$ 17.87
Fun Services - Trackless Train			
Rock Wall, 2 operations attendants	\$ 1,200.00	\$ 1,200.00	\$ 882.76
Re-enactor - Rolland Love	\$ -	\$ -	\$ -
Magician - Eric Price		\$ -	\$ -
SME Robotics	\$ -	\$ -	\$ -
Greg Keller - Balloon Artist			\$ 300.00
Sister Act Wacky Hair - 2 artists for 4 hours	\$ 760.00	\$ 640.00	\$ 570.00
Giggles n Jiggles LLC	\$ 650.00	\$ 650.00	\$ 600.00
Games 2 - \$100/hr	\$ 400.00	\$ 400.00	\$ 400.00
Photo Booth	\$ 500.00	\$ 500.00	\$ 400.00
Beaks N Wings	\$ -	\$ -	\$ -
Total Family Activities	\$ 10,955.00	\$ 7,815.00	\$ 10,129.13
Pancake Breakfast			
Chris Cakes	\$ -	\$ -	\$ -
Coffee Vendor	\$ 240.00		\$ 240.00
Start-up Cash	\$ 400.00		\$ 400.00
Total Pancake Breakfast	\$ 640.00	\$ -	\$ 640.00
Advertising			
Website	\$ 100.00		\$ 34.99

VillageFest Expenses 2012

Item/Activity	Budget	Spent	2011 Expenses
Tastebud Magazine	\$ -	\$ -	\$ -
Flyers			\$ 150.00
Don Mackey	\$ 500.00		\$ 550.00
Alphagraphics		\$ -	\$ -
Logo Design			\$ 855.97
Total Advertising Budget	\$ 600.00	\$ -	\$ 1,590.96
Supplies			
All Seasons Tent			\$ 1,219.57
Stage	\$ 850.00		
Decorations	\$ -	\$ -	\$ -
Balloons	\$ 650.00		\$ 850.00
Flags	\$ -	\$ -	\$ -
Give-aways	\$ 600.00		\$ 1,622.39
Gift Card prizes for Student			
Contest	\$ 175.00		\$ 175.00
Community Service Awards	\$ 200.00		\$ 167.50
VF Shirts	\$ 600.00		\$ 582.85
16 Trash Cans		\$ -	\$ -
7 Tables		\$ -	\$ -
Yard Signs	\$ -		\$ 622.00
5 Tents			\$ 413.26
Hula Hoops			\$ 43.51
Sponsor Decals	\$ 80.00		\$ 78.43
Golf Cart Rental	\$ 130.00		\$ 130.00
Boomlift		\$ -	\$ -
Total Supplies	\$ 3,285.00	\$ -	\$ 5,904.51
TOTAL	\$ 19,980.00	\$ 10,115.00	\$ 25,402.60

The following is the VF band survey results. 5 people completed the survey. The scoring was 10 pts for a #1 vote, 9 pts. for a #2 vote, etc.

VF Band Survey Results

1st: Four Fried Chickens & a Coke $10+10+8+8+3= 39$ (5 votes in total)

2nd: The Brew $9+7+6+6+2= 30$ (5 votes in total)

3rd: The Magnetics $10+9+6+4= 29$ (4 votes in total)

4th: Valentine & the Knights $8+7+5+4+4= 28$ (5 votes in total)

5th: Chubby Carrier $10+6+6+3+2= 27$ (5 votes in total)

6th: Step and a Half Down $9+8+3+3= 23$ (4 votes in total)

7th: Jake McVey $9+7+5+2= 23$ (4 votes in total)

8th: Bali Root $10+6+3+3= 22$ (4 votes in total)

9th: Project Chameleon $9+5+5+2 = 21$ (4 votes in total)

10th: Stranger Creek String Band $8+4+1+1= 14$ (4 votes in total)

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 2nd – Public Works

Volunteer

1. Send reminder to all volunteers

Creativity Center

1. Set-up on July 2nd or 3rd

Decorations

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