



April 26, 2012
7:00 pm
Multi-Purpose Room

Agenda

- I. Open Meeting
- II. Review and approval of the March 22, 2012 minutes
- III. Inflatables/Wacky Banana
- IV. Staff Reports
 - a. Administration
 - b. Public Works
 - c. Police Department
 - d. Fire Department
- V. Budget Report
- VI. Planning group reports
 - a. Entertainment – Quinn Bennion
 - b. Marketing – Marianne Noll, Jeanne Koontz
 - c. Children’s Craft Center - Patty Jordan
 - d. Crafts – Patty Jordan
 - e. Patriotic Service -
 - f. Food – Susan Forrest
 - i. Pancake Breakfast
 - ii. HyVee
 - iii. C-C Food and Beverage
 - iv. Popcorn Man
 - v. Water Booths
 - g. Grilling Contest – Deke Rohrbach
 - h. History Display – Ted Fritz
 - i. Hospitality - Doug Sharp
 - j. Volunteers – Beth Cavanaugh
 - k. Children’s Parade –
 - l. Information Booth – Beth Cavanaugh
 - m. Student Contest -
 - n. Community Spirit Award – Diana Sharp, Toby Fritz
 - i. Plaques for City Hall
 - o. Bike Rodeo – Byron Roberson
 - p. Children’s Fingerprinting – Ed Roberts
 - q. Committee Shirts – Marianne Noll
 - r. Committee Booths – Jeanne Koontz
- VII. Monthly schedules and deadlines.
- VIII. Next Meeting May 24, 2012

VILLAGEFEST COMMITTEE

March 22, 2012 Minutes

The VillageFest Committee met March 22, 2012 at 7:00 pm. Present and presiding, Marianne Noll. Members present: Diana Ewy Sharp, Toby Fritz, Ted Fritz, Beth Cavanaugh, Ed Roberts, Susan Forrest, Cindy Clark, Patty Jordan, Deke Rohrbach, Dale Warman, Quinn Bennion, and Jeanne Koontz.

Minutes

Ed Roberts moved approval of the minutes of the February 23, 2012 meeting. Toby Fritz seconded the motion which passed unanimously.

Staff Reports

A. Administration

The committee decided to contact Forever Young Clowns and Ararat Shrine Clowns to determine pricing and availability for July 4th. The committee also suggested having the clowns spread out.

The committee discussed whether to contract with Wacky Banana again or go with a new vendor Inflatibilities. Wacky Banana had not yet responded to a request to match prices. Marianne Noll noted that there was a problem with timeliness last year. Diana Ewy Sharp stated she supports Wacky Banana but the committee can move on if they would like. Dale Warman stated we should be treated like a customer. The committee decided to move forward with Inflatibilities for this year.

The committee reviewed the preliminary schedule. The DJ at Harmon Park Pavilion will finish at 11:30 am. The majority of the events will take place from 9:30 am - 1:30 pm.

B. Public Works - No report

C. Police Department - No report

D. Fire Department - No report

Budget Report

Marianne Noll reported that \$1825 has been received from Friends of VillageFest.

Laughing Matters, mime/juggling duo, will be on site from 9:30 - 11:30 to teach people how to juggle and can lead the children's parade for \$500. The committee decided to wait and see if there is money in the budget. The committee decided to ask Jim Cosgrove to lead the parade.

The committee also suggested inviting actors from the Renaissance Festival. Marianne Noll will follow-up.

Activity Reports

A. Entertainment - Quinn Bennion

Quinn Bennion said the headliner band typically plays a 90 minute set. A survey was sent out to all committee members and five responses were received. The committee decided to follow-up with Four Fried Chickens & a Coke, The Brew, Valentine & the Knights and Jake McVey.

- B. Sponsorship - Marianne Noll
Renewal by Andersen has committed to be a Silver Sponsor again this year. Marianne Noll will begin follow-up with sponsors.
- C. Marketing - Marianne Noll & Jeanne Koontz
Marianne Noll sent written thank you notes to all the Friends of VillageFest sponsors and window clings.

Marianne Noll asked for input on next steps in creating our own website. She noted that www.prairievillagefest.com now goes directly to the VillageFest webpage.
- D. Children's Craft Center - Patty Jordan
Patty Jordan said there will be three crafts and she will bring examples to the next meeting.
- E. Crafts - Patty Jordan
Patty Jordan said she obtained a sample application from the Turkey Creek Festival. They will email our application to their list of crafters. A location needs to be determined for the crafters. The committee agreed to move forward with the idea. Patty and Cindy will coordinate.
- F. Patriotic Service
Quinn Bennion said there is a high school boys group who may be available to sing at the Patriotic Service. Marianne Noll said she will contact the boy scouts about presenting the colors.
- G. Food Vendors - Susan Forrest
Hy-Vee, Trent Carter and Del Sawyer have all agreed to return. Del Sawyer would like to bring a second trailer with sweet corn, turkey legs and baked corn dogs. The committee recommended checking with Hy-Vee regarding the menu items first. Diana Ewy Sharp will ask Mely if she will be a vendor this year.

Quinn Bennion will look into having an ATM on-site.
- H. Grilling Contest - Deke Rohrbach
Deke Rohrbach is refining the rules. She has received a commitment for 30 party size EZ grills and EQ grill aprons.
- I. History Display - Ted Fritz
No report.
- 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 will contact the Y after-school program.

- O. Community Spirit Award - Diana Ewy Sharp and Toby Fritz
The committee discussed the awards plaque. An email will be sent to committee members closer to the event.
- 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
Quinn Bennion will look into having a display on the Geothermal project.

The meeting adjourned at 8:30 pm.

Marianne Noll
Chair

**VillageFest 2012
Staff Report #4**

1. Sent contract to Ararat Shrine Clowns for 3 balloon artists for 4 hours for \$600. They came in as the low bid.
2. Contacted by various food vendors requesting to come to VillageFest:
 - a. Rex Nolen with Gag Bag – sno cones, funnel cakes, cotton candy
 - b. Earl Haas – fresh fruit slushies
3. Need to contract with Coffee Vendor for the pancake breakfast – used Latte Land in the past
4. Contacted by Keith Leff with Magiccreations – roving magician - \$400 for two hours

VillageFest Revenue 2012

Item/Source	Budget	Received	Committed
City Allocation	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Food Vendor Fee	\$ 350.00		\$ 525.00
Capital Federal	\$ 1,000.00		\$ 1,000.00
Commerce Bank	\$ 1,000.00		\$ 1,000.00
Taylor Made Team	\$ 1,000.00		
Renewal	\$ 750.00	\$ 750.00	\$ 750.00
Lane4 Properties	\$ 1,000.00		
Old Mission Masonic Lodge	\$ 500.00	\$ 500.00	\$ 500.00
O'Neill's Restaurant	\$ 500.00	\$ 500.00	\$ 500.00
Mission Road Animal Clinic	\$ 500.00		
Prairie Village Arts Council	\$ 350.00	\$ 350.00	\$ 350.00
60th Anniversary	\$ -		
Pancake Breakfast	\$ 1,000.00		
Shirts	\$ 200.00		
SUBTOTAL	\$ 23,150.00	\$ 17,100.00	\$ 19,625.00
Friends of VillageFest		\$ 2,400.00	
TOTAL	\$ 23,150.00	\$ 19,500.00	\$ 19,625.00

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	\$ 1,200.00	\$ 2,123.00
Patriotic Service - DJ	\$ 400.00	\$ 400.00	\$ 400.00
Singer	\$ 100.00		\$ 100.00
Color Guard/JROTC		\$ -	\$ -
Miller-Marley Dance		\$ -	\$ -
Skydivers		\$ -	\$ 2,115.00
Main Stage DJ	\$ 500.00	\$ 500.00	
Emcee	\$ -	\$ -	\$ 100.00
Total Entertainment	\$ 4,500.00	\$ 4,400.00	\$ 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	\$ 1,605.00	\$ 1,750.00
Train Show		\$ -	\$ -
Mustang Club	\$ -	\$ -	\$ -
Ararat Shrine Clowns (3 clowns for 4 hours)	\$ 450.00	\$ 600.00	\$ 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	\$ 10,020.00	\$ 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
Tastebud Magazine	\$ -	\$ -	\$ -

VillageFest Expenses 2012

Item/Activity	Budget	Spent	2011 Expenses
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	\$ 108.75	\$ 78.43
Golf Cart Rental	\$ 130.00		\$ 130.00
Boomlift		\$ -	\$ -
Total Supplies	\$ 3,285.00	\$ 108.75	\$ 5,904.51
TOTAL	\$ 19,980.00	\$ 14,528.75	\$ 25,402.60

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