



May 24, 2012
7:00 pm
Multi-Purpose Room

Agenda

- I. Open Meeting
- II. Review and approval of the April 26, 2012 minutes
- III. Staff Reports
 - a. Administration
 - b. Public Works
 - c. Police Department
 - d. Fire Department
- IV. Budget Report
- V. Flyover – Dale Warman
- 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. Community Spirit Award – Diana Sharp, Toby Fritz
 - n. Bike Rodeo – Byron Roberson
 - o. Children’s Fingerprinting – Ed Roberts
 - p. Committee Shirts – Marianne Noll
 - q. Committee Booths – Jeanne Koontz
 - r. Home Depot
 - s. Yo-Yo
- VII. Monthly schedules and deadlines.
- VIII. Next Meeting June 28, 2012

VILLAGEFEST COMMITTEE

April 26, 2012 Minutes

The VillageFest Committee met April 26, 2012 at 7:00 pm. Present and presiding, Marianne Noll. Members present: Toby Fritz, Ted Fritz, Beth Cavanaugh, Ed Roberts, Susan Forrest, Cindy Clark, Patty Jordan, Deke Rohrbach, Dale Warman, Susan Forrest, Kathy Peters 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.

Inflatables/Wacky Banana

Marianne Noll stated that at the last meeting the committee voted to go with Inflatabilities. After the meeting Jeanne received an email from Wacky Banana and the committee voted by email to stay with Wacky Banana. Marianne sent an email to Wacky Banana to confirm and then followed up with a phone call and never heard back from them. Marianne stated she would like to go with Inflatabilities. The committee agreed. Marianne said she will notify Wacky Banana.

Staff Reports

A. Administration

Contract was sent to Ararat Shrine Clowns for 3 balloon artists for 4 hours for \$600.

Two food vendors have expressed interest in coming to VillageFest. One would like to sell sno cones, funnel cakes and cotton candy. The committee decided to pass on this one because another vendor is selling the same items. The other vendor would like to sell fresh fruit slushies. The committee decided to invite this vendor to participate in VillageFest.

Marianne will follow-up with Latte Land regarding coffee for the pancake breakfast.

Jeanne Koontz stated she was contacted by a magician who would do roving magic for two hours for \$400. The committee discussed whether to have a magician or Laughing Matters (mime and juggling act). The committee decided to go with Laughing Matters.

B. Public Works - No report

C. Police Department - No report

D. Fire Department - No report

Activity Reports

A. Entertainment - Quinn Bennion

Jeanne Koontz said she is planning on ordering the following giveaways: beach balls, leis, slinkys and necklaces. Marianne Noll reported that Mayor Shaffer suggested inviting the Kansas State Yo-Yo Champion to VillageFest. The committee liked this idea. If the yo-yo champion comes then we will look at getting yo-yo's instead of slinkys.

Marianne Noll said she would like to have the hula hoop contest and the trivia contest again this year.

Marianne asked the committee to consider a WOW item and suggest it if they think of one and if we can come up with the money. Dale Warman mentioned that KCADC has a cold air inflatable balloon.

B. Marketing - Marianne Noll & Jeanne Koontz

Marianne Noll reported that she posted on Facebook and asked the committee to interact with the Facebook page.

Don Mackey will create the flyer again. It needs to be finalized the last week of May.

C. Children's Craft Center - Patty Jordan

Patty Jordan passed out examples of the three crafts.

Dale Warman reported that Home Depot will be going to Spirit of Mission Days with 150 bird house kits. He will contact them to see if they will come to VillageFest.

D. Crafts - Patty Jordan

Patty Jordan said she completed the application and it is on the website. She will pass it out at the Turkey Creek Festival. The Missouri Crafters Association will also pass out the application. It needs to be posted on Facebook and sent to pvpost.com.

E. Patriotic Service

Marianne Noll will contact Susan Lee to ask her to sing.

F. Food Vendors - Susan Forrest

No report.

G. Grilling Contest - Deke Rohrbach

Deke Rohrbach has finalized the rules and application. Volunteers will be needed the day of the event. Publicity will be done on the website, facebook, pvpost.com and at the City Clerk's counter.

H. History Display - Ted Fritz

Ted Fritz reported that he is beginning to prepare the display items for mounting.

I. Hospitality - Doug Sharp

No report.

J. Volunteers - Beth Cavanaugh

No report.

K. Children's Parade

Marianne Noll said her daughter will coordinate.

L. Information Booth - Beth Cavanaugh

No report.

M. Student Contest

The committee decided not to do the student contest this year.

N. Community Spirit Award - Diana Ewy Sharp and Toby Fritz

Jeanne Koontz will send the application out to committee members.

O. Bike Rodeo - Adam Taylor

No report.

P. Children's Fingerprinting - Ed Roberts
No report.

Q. Committee Shirts - Marianne Noll
The committee will order white polo shirts for the committee members and white t-shirts for volunteers.

R. Committee Booths - Jeanne Koontz & Marianne Noll
No report.

Other Business

The Prairie Village Lions Club will be providing a health screening van.

The meeting adjourned at 8:30 pm.

Marianne Noll
Chair

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	\$ 1,000.00
Taylor Made Team	\$ 1,000.00		\$ 1,000.00
Renewal	\$ 750.00	\$ 750.00	\$ 750.00
Lane4 Properties	\$ 1,000.00	\$ 1,000.00	\$ 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		\$ 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	\$ 19,100.00	\$ 22,125.00
Friends of VillageFest		\$ 2,400.00	\$ 2,400.00
TOTAL	\$ 23,150.00	\$ 21,500.00	\$ 24,525.00

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	\$ 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	\$ 4,500.00	\$ 7,138.00
Family Activities			
Petting Zoo	\$ 975.00	\$ 975.00	\$ 937.50
Stiltwalker	\$ -		\$ 300.00
Clement McCrae Puppets	\$ 875.00	\$ 875.00	\$ 875.00
Craft Center Supplies	\$ 500.00	\$ 425.80	\$ 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	\$ -	\$ -	\$ -
Inflatables	\$ 1,605.00	\$ 1,605.00	\$ 1,750.00
Train Show		\$ -	\$ -
Mustang Club	\$ -	\$ -	\$ -
Ararat Shrine Clowns (3 clowns for 4 hours)	\$ 600.00	\$ 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	\$ 640.00	\$ 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
Laughing Matters	\$ 500.00	\$ 500.00	
Yo-Yo Champion	\$ 140.00	\$ 140.00	
Beaks N Wings	\$ -	\$ -	\$ -
Total Family Activities	\$ 11,180.00	\$ 11,085.80	\$ 10,129.13
Pancake Breakfast			
Chris Cakes	\$ -	\$ -	\$ -
Coffee Vendor	\$ 240.00	\$ 240.00	\$ 240.00
Start-up Cash	\$ 400.00	\$ 400.00	\$ 400.00
Total Pancake Breakfast	\$ 640.00	\$ 640.00	\$ 640.00
Advertising			

VillageFest Expenses 2012

Item/Activity	Budget	Spent	2011 Expenses
Website	\$ 100.00		\$ 34.99
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	\$ 827.00	\$ 827.00	
Decorations	\$ -	\$ -	\$ -
Balloons	\$ 650.00	\$ 650.00	\$ 850.00
Flags	\$ -	\$ -	\$ -
Give-aways	\$ 600.00	\$ 600.00	\$ 1,622.39
Gift Card prizes for Student Contest	\$ -		\$ 175.00
Community Service Awards	\$ 200.00	\$ 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	\$ 110.00	\$ 108.75	\$ 78.43
Golf Cart Rental	\$ 130.00	\$ 130.00	\$ 130.00
Boomlift		\$ -	\$ -
Total Supplies	\$ 3,117.00	\$ 2,515.75	\$ 5,904.51
TOTAL	\$ 20,037.00	\$ 18,741.55	\$ 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