



April 25, 2013
7:00 pm
Multi-Purpose Room

Agenda

- I. Open Meeting
 - II. Review and approval of March 28, 2012 minutes
 - III. Staff Reports
 - a. Administration
 - b. Public Works
 - IV. Planning Group Reports
 - a. Zip Line
 - b. Sponsorships – Marianne and Jeanne
 - c. National Guard – Dale Warman
 - d. Entertainment – Deke Rohrbach
 - e. Coffee – Deke Rohrbach
 - f. Child Craft Center - Patty Jordan
 - g. Crafts - Cindy Clark
 - h. Patriotic Service
 - i. Food Vendors – Susan Forrest
 - j. Information Booth – Beth Cavanaugh
 - k. Volunteers – Beth Cavanaugh
 - l. Decorations
 - m. Pie Baking Contest –Danielle Dullin
 - n. Bike Rodeo -
 - o. Fingerprinting – Masonic Lodge
 - p. Community Spirit Award – Toby Fritz
 - q. History Display – Ted Fritz
 - V. Monthly schedules and deadlines
- I. Next Meeting: May 23, 2013 7:00

VILLAGEFEST COMMITTEE

March 28, 2013

The VillageFest Committee met March 28, 2013 at 7:00 pm. Present and presiding, Marianne Noll. Members present: Cindy Clark, Toby Fritz, Danielle Dulin, Ed Roberts, Deke Rohrbach, Dale Warman and Jeanne Koontz.

Minutes

Ed Roberts moved approval of the minutes of the February 28, 2013 meeting. The motion passed unanimously.

Staff Reports

A. Administration

Marianne gave an update on the inflatables. The previous inflatable company is now owned by a company who operates fireworks and will not be available on July 4th. Staff solicited bids from a variety of inflatable companies and recommends the low bid, Action Inflatables Mega Events, for \$1,375. Marianne suggested placing a sign at the slide/bounce combo noting it is for 6 & under.

Jeanne gave an update on the Velcro Wall and the U:Launchers. The committee decided to wait on making a decision until available space could be determined. The committee discussed the draw of the Video Game Van. Cindy said there was not a big crowd at the van last year.

Wow Item

Marianne reported that Quinn suggested having a mobile zip line. There are not any mobile zip lines in the Kansas City area. However, Fun Services can bring in a mobile zip line from Ohio for \$3,800. The committee was in favor of the idea and suggested roping off the zip line area. Dale said he would inform council on Monday night to gauge their reaction. The attraction will need to be heavily marketed on facebook and pvpost.

Planning Group Reports

A. Entertainment - Deke Rohrbach

Deke reported she looked at a few bluegrass bands but feels they are too mellow for VillageFest. She feels they do not have enough sound for the space. Deke also looked at the Scott Peery Band, a country band, who is trying to go National. She stated she is gravitating toward The Brew. Deke said she is concerned about shade at the stage. She will follow up with the stage company.

Deke reported she contacted Parisi and Roasterie about coffee donations and is filling out the necessary donation request forms.

B. Craft Center - Patty Jordan

Marianne reported that Patty contacted the Home Depot and they will return this year.

C. Crafts - Cindy Clark

Cindy stated she has received three applications so far.

D. Patriotic Service - Marianne Noll

Marianne reported that Quinn looked into a Brass Band but the fee is \$700 for two hours. Deke suggested a Fife & Drum Corps. Marianne said we could use a DJ again. Dale said he has used a bagpiper for a number of years at the Lineman's Rodeo. Deke said she will ask her contact at the VFW for ideas.

E. Food Vendors - Susan Forrest

The following vendors will be coming and providing their own electricity: Hy-Vee, the Popcorn Man, and Rex Nolen. Hy-Vee will serve breakfast pastries this year. Marianne will contact the scouts about selling water.

F. Information Booth - Beth Cavanaugh

No Report.

G. Volunteers - Beth Cavanaugh

No Report.

H. Decorations -

Marianne asked committee members to think of ideas for decorations. She stated there are 90 full size flags that can be used to line Mission Rd.

I. Sponsorships - Jeanne Koontz & Marianne Noll

No report.

J. Pie Baking Contest - Danielle Dulin

Danielle stated she would like to have the pies displayed in a visual location and suggested by the pancake breakfast. The budget is \$650 which will include prizes for each category and incidentals. The committee decided to serve pie slices after the contest and take donations for them. One volunteer is needed.

K. Bike Rodeo - Adam Taylor

No Report.

L. Fingerprinting - Masonic Lodge

No report.

M. Community Spirit Award - Toby Fritz

The judges for the Community Spirit Award are Joel Crown, Bob Pisciotta and Mary Rimann.

N. History Display - Ted Fritz

Marianne said she would prepare a craft that would be applicable to the history display.

O. Wow Item -

Marianne asked the committee to think about the wow item.

Other Business

The committee would like to have a misting tent.

The next meeting is April 25, 2013 at 7:00 pm. The meeting adjourned at 8:00 pm.

Marianne Noll
Chair

VillageFest 2013
Staff Report #4
April 25, 2013

1. Need to make a decision on the following items:
 - a. Giggles N Jiggles
 - i. Human Hamster Balls - \$650 (includes labor)
 - ii. Velcro Wall - \$450 (includes labor)
 - b. Games 2 U
 - i. Video Game Van - \$579
 - ii. U:Launchers with balloons and filling station = \$520 (we send TWO Game Coaches for this event--we would need a water hook up to fill balloons and about 50 yards of space for shooting the balloons--must be away from crowds)
 - iii. Total = \$1099 - 20% \$219.80 = \$879.20 plus \$25 travel = \$904.20
2. Fun Services 50% Deposit

VillageFest Revenue 2013

| Item/Source | Budget | Received | Committed | 2012 Income | 2011 Income | 2010 Income | 2009 Income |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| City Allocation | \$ 15,000.00 | \$ 16,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 16,000.00 | \$ 16,000.00 |
| Food Vendor Fee | \$ 525.00 | | \$ 525.00 | \$ 525.00 | \$ 525.00 | \$ 350.00 | \$ 525.00 |
| Capital Federal | \$ 1,000.00 | | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| Commerce Bank | \$ 1,000.00 | | | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 500.00 |
| Taylor Made Team | \$ 1,000.00 | | | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| Renewal | \$ 750.00 | | \$ 750.00 | \$ 750.00 | \$ 750.00 | \$ 750.00 | \$ 750.00 |
| Lega C (prev. Lane4 Properties) | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | | |
| Old Mission Masonic Lodge | \$ 500.00 | | | \$ 500.00 | \$ 600.00 | \$ 1,000.00 | \$ 1,000.00 |
| O'Neill's Restaurant | \$ 500.00 | | | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| Mission Road Animal Clinic | \$ 500.00 | | | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| Harvey for Senate | | | | \$ 750.00 | | | |
| Wolf for Senate | | | | \$ 750.00 | | | |
| Prairie Village Arts Council | \$ 350.00 | | \$ 350.00 | \$ 350.00 | \$ 350.00 | \$ 350.00 | \$ 300.00 |
| 60th Anniversary | \$ - | | | | \$ 5,000.00 | | |
| Pancake Breakfast | \$ 4,000.00 | | | \$ 4,795.00 | \$ 1,293.80 | | |
| Shirts | | | | | \$ 225.00 | | |
| SUBTOTAL | \$ 26,125.00 | \$ 17,000.00 | \$ 18,625.00 | \$ 28,420.00 | \$ 28,743.80 | \$ 24,450.00 | \$ 23,675.00 |
| Friends of VillageFest | \$ 2,000.00 | \$ 1,500.00 | | \$ 2,475.00 | \$ 1,925.00 | \$ 54.00 | |
| TOTAL | \$ 28,125.00 | \$ 18,500.00 | \$ 18,625.00 | \$ 30,895.00 | \$ 30,668.80 | \$ 24,504.00 | \$ 23,675.00 |

VillageFest Expenses 2013

| Item/Activity | Budget | Spent | 2012 Expenses | 2011 Expenses |
|---|---------------------|--------------------|---------------------|---------------------|
| Entertainment | | | | |
| Cobras | \$ - | \$ - | | \$ - |
| Cosgrove/Funky Mama/Sound System | \$ 2,300.00 | \$ 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 |
| Skydivers | | \$ - | \$ - | \$ 2,115.00 |
| Main Stage DJ | \$ 500.00 | \$ 450.00 | \$ 500.00 | |
| Emcee | \$ - | \$ - | | \$ 100.00 |
| Total Entertainment | \$ 4,500.00 | \$ 2,750.00 | \$ 4,500.00 | \$ 7,138.00 |
| Family Activities | | | | |
| Petting Zoo | \$ 975.00 | \$ 975.00 | \$ 975.00 | \$ 937.50 |
| Stiltwalker | \$ - | | | \$ 300.00 |
| Clement McCrae Puppets | \$ 875.00 | \$ 875.00 | \$ 875.00 | \$ 875.00 |
| Craft Center Supplies | \$ 400.00 | | \$ 500.86 | \$ 508.50 |
| Face Painter - Sister Act 5 for 4 hrs | \$ 1,600.00 | \$ 1,600.00 | \$ 1,600.00 | \$ 1,200.00 |
| Pony Rides | \$ 975.00 | \$ 975.00 | \$ 975.00 | \$ 937.50 |
| Inflatables | \$ 1,605.00 | \$ 1,375.00 | \$ 1,605.00 | \$ 1,750.00 |
| Ararat Shrine Clowns (3 clowns for 4 hours) | \$ 600.00 | \$ 600.00 | \$ 600.00 | \$ 450.00 |
| Petting Zoo Cups & Sanitizer | \$ 20.00 | | \$ 13.70 | \$ 17.87 |
| Fun Services - Trackless Train Rock Wall, 2 operations attendants | \$ 1,510.00 | \$ 1,510.00 | \$ 1,450.00 | \$ 882.76 |
| Greg Keller - Balloon Artist | | | | \$ 300.00 |
| Sister Act Wacky Hair - 2 artists for 4 hours | \$ 640.00 | \$ 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 | \$ 500.00 | \$ 400.00 |
| Laughing Matters | \$ - | | \$ 500.00 | |
| Yo-Yo Champion | \$ - | | \$ 140.00 | |
| New Entertainment | \$ 640.00 | | | |
| Pie Contest | \$ 650.00 | | | |
| Beaks N Wings | \$ - | \$ - | \$ - | \$ - |
| Total Family Activities | \$ 12,040.00 | \$ 9,050.00 | \$ 11,424.56 | \$ 10,129.13 |
| Pancake Breakfast | | | | |
| Chris Cakes | \$ 3,200.00 | | | \$ - |
| Coffee Vendor | \$ 240.00 | | \$ 240.00 | \$ 240.00 |
| Start-up Cash | \$ 400.00 | \$ 400.00 | \$ 400.00 | \$ 400.00 |
| Total Pancake Breakfast | \$ 3,840.00 | \$ 400.00 | \$ 640.00 | \$ 640.00 |
| Advertising | | | | |
| Website | \$ 100.00 | | | \$ 34.99 |
| Tastebud Magazine | \$ - | \$ - | | \$ - |
| Flyers | | | | \$ 150.00 |
| Don Mackey | \$ 500.00 | | \$ 300.00 | \$ 550.00 |
| Printing | | | \$ 12.77 | \$ - |
| Logo Design | | | | \$ 855.97 |
| Total Advertising Budget | \$ 600.00 | \$ - | \$ 312.77 | \$ 1,590.96 |
| Supplies | | | | |

VillageFest Expenses 2013

| Item/Activity | Budget | Spent | 2012 Expenses | 2011 Expenses |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|
| All Seasons Tent | | | | \$ 1,219.57 |
| Stage | \$ 827.00 | \$ 827.00 | \$ 827.00 | |
| Decorations | \$ - | \$ - | \$ - | \$ - |
| Balloons | \$ 650.00 | | \$ 650.00 | \$ 850.00 |
| Flags | \$ - | \$ - | \$ - | \$ - |
| Give-aways | \$ 600.00 | | \$ 544.01 | \$ 1,622.39 |
| Gift Card prizes for Student Contest | \$ - | | | \$ 175.00 |
| Community Service Awards | \$ 200.00 | | \$ 220.00 | \$ 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 |
| Buttons | \$ 75.00 | | \$ 35.95 | |
| Donuts | | | \$ 8.52 | |
| Boomlift | | \$ - | | \$ - |
| Total Supplies | \$ 3,192.00 | \$ 827.00 | \$ 2,394.23 | \$ 5,904.51 |
| TOTAL | \$ 24,172.00 | \$ 13,027.00 | \$ 19,271.56 | \$ 25,402.60 |
| Municipal Foundation Expenses | | | | |
| Banners | | | \$ 552.00 | |
| T-shirts | | | \$ 852.00 | |
| Pancake Breakfast | | | \$ 3,146.64 | |
| Misting Fan (2) | | | \$ 100.00 | |
| Tables (6) | | | \$ 299.88 | |
| Water & Trash Bags | | | \$ 30.30 | |
| Tents (3) | | | \$ 195.73 | |
| Polo Shirts | | | \$ 498.12 | |
| Mobile Zip Line '13/Plane Flyover '12 | | \$ 4,175.00 | \$ 1,200.00 | |
| | | \$ 4,175.00 | \$ 6,874.67 | |
| Total VillageFest Expenses | | \$ 17,202.00 | \$ 26,146.23 | |

Municipal Foundation
VillageFest Account

| | |
|---------------------------|---------------------|
| 2013 Sponsorship | \$ 1,000.00 |
| 2012 Sponsorship | \$ 1,000.00 |
| 2011 Sponsorship | \$ 3,500.00 |
| 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 | \$ 6,937.00 |
| Expenses | \$ (6,877.58) |
| VillageFest Bags Expenses | \$ (926.96) |
| VillageFest Bags Revenue | \$ 655.77 |
| T-shirt Revenue | \$ 161.25 |
| Interest Income | \$ 348.35 |
| Total Balance | \$ 14,297.83 |

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