



Committee Agenda

April 24, 2014 - 7:00 pm

City Hall – 7700 Mission Rd - Multi-Purpose Room

- I. Open Meeting
- II. Review and approval of March 2014 minutes
- III. Staff Reports
 - a. Administration
 - b. Public Works
 - c. Police Department
- IV. Planning Group Assignments
 - a. Child Craft Center - Patty Jordan
 - b. Decorations – Patty Jordan
 - c. Crafts - Barb Shaw
 - d. Pie Baking Contest – Theresa Gibbons and Danielle Dulin
 - e. Community Spirit Award – Toby Fritz
 - f. History Display – Ted Fritz
 - g. Food Vendors – Susan Forrest
 - h. Entertainment – Deke Rohrbach
 - i. Information Booth – Deke Rohrbach
 - j. Volunteers – Tracy Landing
 - k. Fire Department – Tony Lopez
 - l. Sponsorships – Marianne Noll & Jeanne Koontz
 - m. Marketing – Marianne Noll & Jeanne Koontz
 - n. Patriotic Service – Marianne Noll
- V. Monthly schedules and deadlines
- VI. Next Meeting: May 22, 2014 7:00

VILLAGEFEST COMMITTEE

March 27, 2014

The VillageFest Committee met March 27, 2014 at 7:00 pm. Present and presiding, Chairperson Marianne Noll. Members present: Susan Forrest, Toby Fritz, Ted Fritz, Tracy Landing, Theresa Gibbons, Barb Shaw, Ed Roberts, Tony Lopez, Bill Billings, Byron Roberson and Jeanne Koontz.

Minutes

Ed moved to approve the minutes from February 27, 2014. Toby seconded the motion and it passed unanimously.

Staff Reports

A. Administration

Jeanne reported that all activities have been booked and will return. The committee discussed whether to have mascots again this year and will decide at a later date depending upon budget.

B. Public Works

Bill reported the green fence has been ordered. Susan suggested creating a tunnel with the flags for the trackless train to drive through. Bill asked how many flags. Susan thought four to five on each side. Public Works said they could help set up the flags.

C. Police Department

Med-Act, child fingerprinting and Headstrong for Jake will return.

D. Fire Department

Tony asked the committee what they would like the Fire Department to bring this year. The committee suggested the water hose game and a ladder truck. The committee discussed having the Fire Department perform a vehicle extrication.

Planning Group Assignments

A. Entertainment - Deke Rohrbach

The committee listened to samples from the suggested bands. The general consensus was for Flashback.

B. Children's Craft Center - Patty Jordan

Marianne reported that Patty has picked out the crafts and contacted Home Depot.

C. Crafts - Barb Shaw

Barb Shaw said she has received six applications. She will send a reminder next month.

D. Patriotic Service - Marianne Noll

Marianne asked the committee to think of ideas. Ted suggested having the Irish Brigade participate.

E. Food Vendors - Susan Forrest

Susan said the same vendors from last year have agreed to come back.

F. Information Booth - Deke Rohrbach

No report.

G. Volunteers - Tracy Landing

Tracy said she has a few more volunteers.

H. Decorations -

Patty will follow-up on balloons.

I. Sponsorships - Jeanne Koontz & Marianne Noll

Received sponsorships from Capitol Federal, LegaC Properties (PV Shops and Corinth Shops) and Prairie Village Arts Council.

J. Marketing - Jeanne Koontz & Marianne Noll

Marianne said she will contact Don Mackey regarding the flyer.

K. Pie Baking Contest—Theresa Gibbons and Danielle Dulin

Theresa reported there are four judges.

L. Community Spirit Award - Toby Fritz

Marianne said she is looking at having a different award for the recipients. Toby said the submission form is completed and will be sent out in April.

O. History Display - Ted Fritz

Ted asked he if could have a budget to pay the reenactors. Marianne said the total History Display budget would be \$500. Jeanne said if the reenactors are being paid, they will need a contract.

P. Wow Item -

No report.

Other Business

The Photo Bus is \$1,200 which includes a photo strip for each person. The committee voted to have the Photo Bus. The Photo Bus will be sponsored by Friends of VillageFest. The committee also discussed having caricature artists. No decision was made.

The next meeting is April 24, 2014 at 7:00 pm. The meeting adjourned at 8:00 pm.

Marianne Noll & Cindy Clark

Co-Chairs

VillageFest 2014
Staff Report #3
April 24, 2014

1. Johnson County League of Women Voters would like a booth at VillageFest.
Have not received their booth application yet.
2. Showstoppers Drill Team - \$100-300; 25-30 minute performance; 25 people; have performed at St. Patrick's Day Parade
Contact: Alicia – 816-372-6791

VillageFest Revenue 2014

Item/Source	Budget	Received	Committed	2013 Income	2012 Income
City Allocation	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 15,000.00
Food Vendor Fee	\$ 525.00		\$ 525.00	\$ 525.00	\$ 525.00
Capitol Federal	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Commerce Bank	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00
Taylor Made Team	\$ -				\$ 1,000.00
Renewal	\$ 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	\$ 500.00	\$ 500.00	\$ 500.00
O'Neill's Restaurant	\$ 500.00			\$ 500.00	\$ 500.00
Mission Road Animal Clinic	\$ 500.00			\$ 500.00	\$ 500.00
Harvey for Senate					\$ 750.00
Wolf for Senate					\$ 750.00
College Nannies + Tutors	\$ 1,000.00			\$1,000.00	
Prairie Village Arts Council	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
Booth Fee				\$ 125.00	
Craft Vendor				\$ 550.00	
Pie Baking Contest				\$ 217.89	
Pancake Breakfast	\$ 4,000.00			\$ 4,856.00	\$ 4,795.00
SUBTOTAL	\$ 27,125.00	\$ 17,850.00	\$ 19,375.00	\$ 28,873.89	\$ 28,420.00
Friends of VillageFest	\$ 2,000.00	\$ 1,200.00	\$ 1,200.00	\$ 2,325.00	\$ 2,475.00
TOTAL	\$ 29,125.00	\$ 19,050.00	\$ 20,575.00	\$ 31,198.89	\$ 30,895.00

VillageFest Expenses 2014

Item/Activity	Budget	Spent	2013 Expenses	2012 Expenses
Entertainment				
Cosgrove/Funky Mama/Sound System	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
Headliner	\$ 2,000.00		\$ 1,000.00	\$ 1,200.00
Patriotic Service - DJ	\$ 350.00	\$ 350.00	\$ 350.00	\$ 400.00
Singer	\$ 100.00		\$ 100.00	\$ 100.00
Main Stage DJ	\$ 450.00	\$ 450.00	\$ 450.00	\$ 500.00
Total Entertainment	\$ 5,200.00	\$ 3,100.00	\$ 4,200.00	\$ 4,500.00
Family Activities				
Petting Zoo	\$ 987.50	\$ 987.50	\$ 975.00	\$ 975.00
Clement McCrae Puppets	\$ 915.00	\$ 915.00	\$ 875.00	\$ 875.00
Craft Center Supplies	\$ 400.00		\$ 355.97	\$ 500.86
Face Painter - Sister Act 5 for 4 hrs	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
Pony Rides	\$ 987.50	\$ 987.50	\$ 975.00	\$ 975.00
Inflatables	\$ 1,370.00	\$ 1,370.00	\$ 1,375.00	\$ 1,605.00
Ararat Shrine Clowns (3 clowns for 4 hours)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Petting Zoo Cups & Sanitizer	\$ 20.00		\$ 20.94	\$ 13.70
Fun Services - Trackless Train, Nuclear Meltdown, Mechanical Bull, 3 operations attendants	\$ 2,655.00	\$ 2,655.00	\$ 1,585.00	\$ 1,450.00
Sister Act Wacky Hair - 2 artists for 4 hours	\$ 640.00	\$ 640.00	\$ 640.00	\$ 640.00
Giggles n Jiggles LLC	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
Games 2 - \$100/hr	\$ -	\$ -	\$ -	\$ 400.00
Photo Booth	\$ -		\$ 500.00	\$ 500.00
Laughing Matters	\$ -		\$ -	\$ 500.00
Yo-Yo Champion	\$ -		\$ -	\$ 140.00
Mascots	\$ 200.00		\$ 150.00	
Pie Contest	\$ 1,000.00		\$ 488.05	
Native American Dancers	\$ -		\$ 500.00	
Beaks N Wings	\$ -	\$ -	\$ -	\$ -
Total Family Activities	\$ 12,025.00	\$ 10,405.00	\$ 11,289.96	\$ 11,424.56
Pancake Breakfast				
Chris Cakes	\$ 3,200.00		\$ 3,126.48	
Coffee Vendor	\$ 240.00		\$ 104.22	\$ 240.00
Start-up Cash	\$ 400.00		\$ 400.00	\$ 400.00
Total Pancake Breakfast	\$ 3,840.00	\$ -	\$ 3,630.70	\$ 640.00
Advertising				
Don Mackey	\$ 300.00		\$ 280.00	\$ 300.00
Website - Domain Reg.	\$ 40.00			
Printing	\$ 20.00		\$ 19.17	\$ 12.77
Total Advertising Budget	\$ 360.00	\$ -	\$ 299.17	\$ 312.77
Supplies				
Stage	\$ 827.00	\$ 827.00	\$ 827.00	\$ 827.00
Decorations	\$ -		\$ 59.50	\$ -
Balloons	\$ 650.00		\$ 578.00	\$ 650.00
Give-aways	\$ 600.00		\$ 558.08	\$ 544.01
Community Service Awards	\$ 200.00		\$ 167.50	\$ 220.00
VF Shirts	\$ 300.00		\$ 182.39	\$ -
Sponsor Decals	\$ -	\$ -		\$ 108.75

VillageFest Expenses 2014

Item/Activity	Budget	Spent	2013 Expenses	2012 Expenses
Golf Cart Rental	\$ 150.00	\$ 150.00	\$ 140.00	\$ -
Buttons	\$ -	\$ -		\$ 35.95
Tents & Tables			\$ 474.62	
Donuts				\$ 8.52
Volunteer Hospitality	\$ 250.00		\$ 232.79	
Total Supplies	\$ 2,977.00	\$ 977.00	\$ 3,219.88	\$ 2,394.23
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TOTAL	\$ 24,402.00	\$ 14,482.00	\$ 22,639.71	\$ 19,271.56
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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
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Total VillageFest Expenses	\$ 14,482.00	\$ 26,814.71	\$ 26,146.23	

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