



# Monroe Festival 2020 Committee

## Meeting Agenda – Legion Hall

Wednesday, Oct. 9, 2019 at 4:30 P.M.

Chair: Dan Sheets

Members: Dorothy Brinkerhoff, Liz Doyle, Linda Fredricks, Amy Nystrom, Kathy Smith, Pat Straube, Christina Wickstein, and Jean Yates

### **WELCOME TO THE MONROE FESTIVAL 2020 COMMITTEE MEETING!**

#### 1. OPENING:

1.1 Call to Order (**Note:** We only have an hour for this meeting at City Hall as another city meeting follows this one at 5:30 p.m. Since we have such a big agenda, I can see if we can move the meeting to Legion Hall instead – Thoughts? Comments?)

#### 2. NEW BUSINESS:

##### 2.1 Festival – New Business

- Create list of sponsors and volunteers to get sponsors on a rolling basis – All committee members
  - Share research on “Kickstarter” type fundraising campaign – Jean
- Create list of rental equipment and reach out to Destination Events, Bucks, Republic Services, etc. (bouncy house?) – All
  - Reserve 2,000 wine glasses (have backup drinkware prepared)
- Confirm Trolley from Blue Line - Dan
- Get Council to approve road closure (6<sup>th</sup> Street between Kelly and Commercial and Main Street between Highway 99 and Legion Hall) - Dan
- Prep OLLC application (TSL – For Profit and Plan to Manage Special Event, Inspector Welborn \*OLCC [Gary.Welborn@oregon.gov](mailto:Gary.Welborn@oregon.gov)) – Dorothy/Linda/Liz?

#### 3. OLD BUSINESS:

##### 3.1 Festival – Old Business

- Vote on a new name for the festival – All committee members
  - Suggestions: Monroe Celebration, Monroe Festival, Monroe Wine Festival, Monroe Wine & Dine Festival, Monroe Wine & Art Festival, Wine Along the River, President Monroe’s Annual Festival, Monroe’s Annual Celebration, etc.
- Create new postcards and print to hand out (order 500) – Jean/?
- Update applications; also translate into Spanish – Dan/Kathy
- Update festival sponsorship form and reach out to sponsors – Dan/All
- If festival name change, new logo – Jean/Dan
- If festival name change, update V3 Facebook page name and post event – Jean/Dan
- Reach out to vendors including food trucks, artisan crafters, alcohol, and artists on a rolling basis - All committee members
- Reach out to bands on a rolling basis – Dorothy/Linda/Liz?
- Reach out to car clubs on a rolling basis – Do we still want to ask a car club? Dan/?
- Update City Website with info on a rolling basis – Dan work with Tracy J.
- Open discussion, questions, and comments on festival-related details – All

#### 4. CALENDAR:

4.1 Next Festival Committee Meeting: Wednesday, November 6, 2019 at 4:30 P.M.