



## Monroe Festival 2020 Committee Meeting Agenda - Monroe City Hall Wednesday, Dec. 11, 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

1. OPENING:

1.1 Call to Order

2. NEW BUSINESS:

2.1 Festival – New Business

- MC and Trolley Tour Guide – Dan
- Get Quote for Blue Line Trolley? – Dan
- Contact Republic Services for Trash Service – All
- Email blast to Artisans, Vendors, Wineries, Breweries, Distilleries, etc. – Dan
- Reach out to event photographer - All

3. OLD BUSINESS:

3.1 Festival – Old Business

- Final decision on Destination Events vs. Special Occasions – All
  - From 11/13 meeting: Need larger stage, put it lengthwise in the tent. \$80 more for larger stage. Tentative 2 - 40 by 40 tents, more small tables, more chairs, \$4100 bid
- Update on sponsorships and reaching out to sponsors – Dan/All
- Update on Monroe Area Foundation grant – Dorothy
- Update on OLCC app (Inspector Welborn, [Gary.Welborn@oregon.gov](mailto:Gary.Welborn@oregon.gov)) – Dorothy
- Update on “Kickstarter” online fundraising campaign – Jean
- Update on Logo and postcards – Jean/Christina
- Update on Car Clubs – Dan
- Translate festival applications into Spanish – Kathy
- Porta Potties – Better Portable Toilets (Philomath) Quote – Dan
- Reach out to as many food trucks as possible, many will drop at the last minute - All
- Open discussion, questions, and comments on festival-related details – All

4. CALENDAR:

4.1 Next Festival Committee Meeting: Wednesday, January 8, 2020 at 4:30 P.M.