



**FESTIVAL SUBCOMMITTEE**  
**Monroe Community Library**  
**Wednesday, December 8, 2021 at 6:00 P.M.**  
**380 N 5th St, Monroe, OR 97456**

**Agenda**

1. Call to Order
  - 1.1. Review Notes
  - 1.2. Review Action Items
2. Volunteer Needs:
  - 2.1.1. Apply for Special Event Permit @ OLCC (Deadline – January 10, 2022)
  - 2.1.2. Social media experience (send monthly and weekly reminders)
  - 2.1.3. Reach out to wineries (leverage 2020 winery list) – How many?
  - 2.1.4. Reach out to food trucks (leverage 2020 food cart list) – How many?
  - 2.1.5. Reach out to vendors (leverage 2020 vendor list) – How many?
  - 2.1.6. Reach out to local bands (need inexpensive or free suggestions)
  - 2.1.7. Reach out to local service organizations, such as the VFW or ?, on a breakfast fundraiser before festival
  - 2.1.8. Reach out to local churches/businesses on fun kid activities
  - 2.1.9. Inventory of current supplies for event (i.e. Wine glasses, wristbands, sandwich boards, etc.)
  - 2.1.10. Work on the day of festival (Saturday, April 30, 2022)
    - 2.1.10.1. Request/Find Alcohol monitors (6 volunteers in 3-hour shifts)
    - 2.1.10.2. Find volunteers to check IDs (6 volunteers in 3-hour shifts)
    - 2.1.10.3. Set up vendors (high school students) – Need to verify
    - 2.1.10.4. Runners during event (high school students/other volunteers)
    - 2.1.10.5. Clean-up/tear down vendors (students) – Need to verify
3. New Business:
  - 3.1. Discuss fun kid activities



- 3.2. Discuss activities for all festival goers
- 3.3. Timing for vendors (i.e. Do we have wineries setup at 10 a.m. or wait until 12 Noon? Do we have vendors stay until 6 p.m. or wrap up at 4 p.m.?)
- 3.4. Festival website & event map (Dan)
- 3.5. Discuss how to handle/process alcohol transactions (All)
- 3.6. Discuss local bands and genre of music at festival (All)
- 3.7. Contest ideas (All)
4. Old Business
  - 4.1. Review poll results for festival name (Dan)
  - 4.2. Discuss and decide on festival name (All); Create new logo (Robin)
  - 4.3. Review festival vendor, winery, and food truck applications (All)
  - 4.4. Decision to approve all applications (All)
    - 4.4.1. Next step - Converting apps to fillable online forms including online bill pay option via City website.
  - 4.5. Current budget (does not include sponsorships - \$6,250) (Dan)
5. Other Business – Current List of Volunteers
  - 5.1. Graphics art/design volunteers – Robin B. and Carri M.
  - 5.2. Marketing volunteer/flyer/event poster – Carri M.
  - 5.3. Website and free app volunteers – Celena W. & Stan S.
  - 5.4. Destination Events volunteers (rental equipment) – Dan S. and Rayna W.
  - 5.5. Trolley Company (contact trolley vendor) – Dan S.
  - 5.6. Trolley Tour Guide (contact local volunteer) – Dan S.
  - 5.7. Master of Ceremonies (contact local volunteer) – Dan S.
  - 5.8. Sponsorship volunteers – Dan S. and ?
  - 5.9. City of Monroe & City Council Liaison – Dan S. and Jenny F.
  - 5.10. Wineries volunteer contact (Sue S.?)
  - 5.11. What do you want to volunteer for?
6. Adjournment