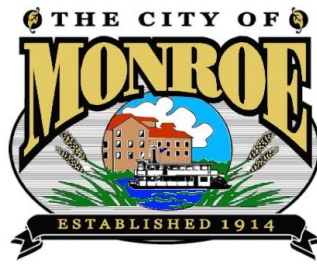




FESTIVAL SUBCOMMITTEE
Monroe Community Library
Wednesday, January 12, 2022 at 6:00 P.M.
380 N 5th St, Monroe, OR 97456

Agenda

1. Call to Order
2. New Business
 - A. Monroe Community Center – What do we want to use it for?
 - B. Trolley Hours – 6 hours of operation – Do we need more time?
 - C. Porta Potties – How many and where?
 - D. Parking – High School & Grade School
 - E. Coordinate Event with Local Businesses, Neighbors, Art Gallery & Museum
 - F. Results of Scott’s Barbeque Cook Off Research
 - G. Festival Subcommittee Begins Meeting Twice a Month
3. Old Business – Review Notes/Action Items from Last Meeting:
 - A. Special Event Permit @ OLCC (Deadline – Jan. 10, 2022) – Sue S.
 - B. Social Media – Post weekly/monthly reminders – Carri M. & Robin B.
 - C. Reach out to wineries – Sue S.
 - D. Reach out to food trucks – Robin B.
 - E. Reach out to vendors – Dan S.
 - F. Reach out to local bands – Rayna W., Sue S., and Dan S.
 - G. Reach out to local service organizations such as the VFW or another organization on a breakfast fundraiser before festival – Robin B.
 - H. Reach out to local churches/businesses on fun kid activities – Rayna W.
 - I. Inventory of current supplies for event (i.e., Wine glasses, wristbands, sandwich boards, etc.) – Jenny F. & Dan S.
 - J. Coordinate work on the day of festival (Saturday, April 30, 2022) – All
 - Request/Find Alcohol monitors (6 volunteers in 3-hour shifts)



- Find volunteers to check IDs (6 volunteers in 3-hour shifts)
 - Set up vendors (high school students) – Need to verify
 - Runners during event (high school students/other volunteers)
 - Clean-up/tear down vendors (students) – Need to verify
- K. Follow-up on fun kid activities – Rayna W.
- L. Follow-up on activities for all festival goers – All
- M. Update on Festival website & event map – Dan S.
- N. More contest ideas – All
- O. Follow-up on Festival name – All; Create new logo – Robin
4. Jury In Festival Applications – All
- A. Jury in Crafters/Artisans Apps
 - B. Jury in Wineries/Breweries/Distilleries Apps
 - C. Jury in Food Trucks Apps
 - D. Jury in Bands/Music
5. Other Business – Current List of Volunteers
- A. Graphics art/design volunteers – Robin B. & Carri M.
 - B. Marketing volunteer/flyer/event poster – Carri M.
 - C. Website and free app volunteers – Celena W. & Stan S.
 - D. Destination Events volunteers (rental equipment) – Dan S. & Rayna W.
 - E. Trolley Company (contact trolley vendor) – Dan S.
 - F. Trolley Tour Guide (contact local volunteer) – Dan S.
 - G. Master of Ceremonies (contact local volunteer) – Dan S.
 - H. Sponsorship volunteers – Dan S. & who would like to help out?
 - I. City of Monroe & City Council Liaison – Dan S. and Jenny F.
 - J. What do you want to volunteer for?
 - K. REMINDER: Current budget (does not include sponsorships - \$6,250)
6. Adjournment