



## **FESTIVAL SUBCOMMITTEE**

### **Monroe Community Center**

**In Person: 605 Main Street, Monroe, OR 97456**

**Zoom: <https://zoom.us/join>; ID: 845 6630 0019; Passcode: 556472**

**Thursday, April 27, 2023 at 7:00 p.m.**

### **MEETING AGENDA**

#### **1. Call to Order**

#### **2. Monroe Festival – “Completed” or “Confirmed” Tasks**

- a. Event is Saturday, June 24, 2023 from 10 a.m. to 6 p.m.
- b. Event is a “Railroad” theme to coincide with 110<sup>th</sup> anniversary of last spike
- c. Festival planning meetings moved from 1 to 2x monthly (one Zoom, one in-person)
- d. All vendor and food truck applications plus sponsorship packet updated
- e. “Save the Date” social media posts and event created on Facebook
- f. Reserved Monroe Community Library and Monroe Community Center
- g. Atlantic & Pacific Model Railroad Club booked in Monroe Community Library
- h. Monroe Community Library confirmed for book sale during festival
- i. Master of Ceremonies are David Bondurant & Cathie Campbell
- j. KGAL Live Radio Station feed from Festival (Carri)
- k. Quote for Portable Toilets (Dan)
- l. Quote for Destination Events – Includes Tents & Bounce House (Dan & Sue)
- m. Request use of Monroe Grade School & High School parking lots (Dan)
- n. Backup plan for wineries & music tent locations (Dan & Sue)
- o. Confirm location of driving of the last railroad spike and location of marker for re-enactment of driving of last spike (Dan & Sheila)
- p. Confirmed Monroe Library 10<sup>th</sup> Anniversary Celebration (Dan/Lori)
- q. New feather banners are ready! (Carri)
- r. BBQ Competition will be part of the Monroe Festival (Owen/Scott)
- s. Ask Postmaster about what streets can be block for festival (Dan)
- t. Invited Monroe RFPD and BCSO to festival (Dan)



### **3. Monroe Festival – “In Progress” Tasks**

- a. Request with Albany & Eastern Railroad for donation in exchange for sponsorship (Dan & Steve)
- b. Quote for DJ (Dan & Sue)
- c. Quote for radio station ad (Carri)
- d. Quote for trolley (Dan)
- e. American Legion Post 61 Pancake Feed at MCC (Robin)
- f. Festival Website Team – Next project after BAM Website (Dan)

### **4. Monroe Festival – Decisions to Make**

- a. Order paper train hats and wooden train whistle for kids (Dan/Carri)
- b. Give festival drinkware away (Dan/Jenny)
- c. Kid Activities (All)
- d. What actors will do for re-enactment of driving of the last spike (Carri)

### **5. Monroe Festival - What Do We Need or Need to Do?**

- a. Jury in next batch of vendor applications (All)
- b. Sponsors
  - i. Paid or in-kind sponsors: City of Monroe, Consumers Power, 448 Fitness, Dari-Mart, William & Jean Kughn, Monroe Telephone Company, BQPM, and Albany & Eastern Railroad
  - ii. Confirmed sponsors: State Farm Insurance and Pacific Hometown
  - iii. Potential sponsors: BAM, OCCU Foundation, and Umpqua Bank
- c. Food Trucks
  - i. Smok'n Gingers BBQ (Owen) – Need more food trucks (Owen)
- d. Notify neighbors in the vicinity of festival area
- e. Emergency Plan (Steve & Dan)

### **6. Monroe Classic Car Show Update**

- a. Classic Car Show – Sat., May 20, 2023 10 a.m. to 4 p.m. at MAA (David H.)

### **7. Volunteer Coordinators for Monroe Festival**

- a. Recruit Volunteers and Volunteers for day of event (Begins ASAP) (All)
- b. Sponsorships (Begins ASAP until June 1) (Everyone)
- c. Vendors (Planning location, day before and day of event) (Karlyne)
- d. Food trucks (Planning location, day before, and day of event) (Owen)



- e. Wineries, breweries, and distilleries (Planning location, OLCC permit, contacting wineries/breweries/distilleries, and day of event) (Sue)
- f. Advertising (Design and print flyers, banners, arrange radio ad, etc.) (Carri)
- g. Social Media (Weekly posts then daily posts the week of event) (Carri)
- h. Trolley & Model Railroad Club (Dan)
- i. Radio Station/Local Bands/DJ (Carri/Dan/Sue/Rayna)
- j. Kid Activities (Face Painter, etc.) (**Need help**)
- k. Local Business Liaison (Sue)
- l. Vendor (Non-alcohol/Alcohol) & Food Truck Apps (City of Monroe)

#### **8. Volunteer Coordinators for BBQ Competition & Classic Car Show**

- a. Classic Car Show & Car Show Apps (David H.)
- b. BBQ Competition (Owen & Jonah)
- c. Sponsorships (Begins ASAP until May 1) (Scott)

#### **9. Adjournment**

- a. Next Meeting at MCC (via Zoom only) on Wed. May 10, 2023 at 7:00 p.m.

