Meeting Minutes: Chi-Town Family Festival Planning Committee Meeting 5-12-2022

# Action Items:



* See Excel Workbook for complete list of action items: [Chi-Town Family Festival Workbook.xlsx](https://1drv.ms/x/s%21AipNU93MPU0mhrVsGDnBkG14vktg4Q?e=PoeHMH)

# Meeting Notes:

* FB event post is up and has over 5k views. Please share or add tags or additional information to keep them fresh
* Bonnye and Theresa will research and discuss whose Tax Id to use for sponsorships. For the City it would need to be a passthrough since this was not originally a budgeted item. Bonnye will talk to Chief Cook regarding using the CFR Volunteer tax id. Bonnye will update Maighread who needs the information right away.
* Maighread has talked to Fred Myers, Bi-Mart, Lithia, Keller Williams, and Petco for both silent auction and sponsorships. Bonnye is going to walk around after meeting and pass out flyers and solicit donations.
* A new flyer is available that has volunteer, silent auction, and booth QR codes to be passed out.
* The process for submitting a request to Walmart has been started by submitting the city via the 3rd party verification service.
* Robert will call John about the volunteer dinner at the community center, will be postponed until June?
* Robert will send email to Will about ordering the porta potties and hand wash stations.
* Robert will research radio, tv, print organizations to send out press release to.
* The city will purchase the range and freezer from CVIP and will install them out at the concession stand.
* Maighread will write a draft of the volunteer letter and Robert will send it out to churches, schools, etc.
* Cathy recommended that we actually go to groups, events, etc. to talk about the need for volunteers.
* Robert will drop a hardcopy form and flyers over to Bill after the meeting.
* Group decided to go ahead and order the Hwy 97 banners using Vistaprint.
* There are 4 people who have signed up for booths. We will need to finalize the liability waiver form and send it out to these people so far. Hannah will add another column for notes/response. Kim has the liability and event information from Klamath Falls event and will go over it for ideas for ours.
* Train mountain has identified the locations for the shuttle bus. They have approved a discount coupon (from $25 to $10) for the Triennial event, coupons will be for those arriving by the shuttle.
* Next meeting will be Thursday 5/19 @ 2pm at City Hall and Zoom.