Meeting Minutes: Chi-Town Family Festival Planning Committee Meeting 5-19-2022

# Action Items:



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

# Meeting Notes:

* Maighread has several $150 sponsorships and Kim has 1 for $150.
* We have 9 booth requests and 2 volunteers
* Over 6500 hits on the FB event page
* Maighread recommended Cat to help with the vendor booths. Robert will contact her. Robert will also contact Hannah to see if she is contacting volunteers who sign up.
* We need to make a push to secure volunteers, especially for the kid’s activities areas. Maighread has created a volunteer letter draft and Robert will tweak it and send out to the group for everyone to use to solicit volunteers by sending it to appropriate organizations.
* Waiting for feedback from Klamath Tribes before sending out the press release. Will contact Roberta again.
* Will tour the concession stands Tuesday with Molly’s and TP. The range and freezer from CVIP have been purchased and will be taken out to the rodeo grounds early next week.
* Banners have been purchased and shipped, will be here Tuesday.
* If a sponsor needs a tax id, have the check made out to CFR, if not then the city so we can use the funds directly for paying for event costs.
* Robert will research costs for signs for event (similar to real estate signs).
* 541Jump has been paid and the 97 banners paid. Invoice coming for the porta potties and hand wash stations.
* Bill has sent out flyers to 54 past bazaar vendors.
* Volunteer dinner at the Community Center is now set for June 4th (Saturday) at Noon. Need to promote it on city website/FB.
* We will create a booth map that vendors can use (and attendees?). Sponsors can be on the map.
* Kim will verify when talking to public heath about selling food items at the farmers market.
* Merrill just had a circus in town that was very successful. Robert is trying to find out more details about it.
* Next meeting will be Thursday 5/26 @ 2pm at City Hall and Zoom.