Meeting Minutes: Chi-Town Family Festival Planning Committee Meeting 4-7-2022

# Action Items:

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

# Meeting Notes:

* Completed walkthrough of the Rodeo Grounds to spec out locations for activities.
	+ Large rectangular area will be where the Farmer’s Market and Craft Bazaar will go. Will let vehicles in, but they must stay until the end of the day.
	+ Shane will setup the bounce houses, water slides, and obstacle courses will be setup along the Hwy 97 side and will mostly be in few of the road – helping to draw attention.
	+ The North area of the rodeo arena will be where the Bike Rodeo will be setup.
	+ Food can be in the concession stand and along the south area between the farmers market and the kids activity area.
	+ The stage will be in the arena up against the fence and people can sit in the bleachers. We will also setup the picnic tables in the area between the bleachers and the kid’s activities.
	+ Parking will be in the large south side parking area and will use the north area for the shuttle drop off / pickup.
* Discussion around not charging an entry fare and just having a donation. All agreed to not have an entry fare and make it a free event. As we get closer to the event, if all expenses have been covered, then the donation can be only for CFR, if not then we will need to use donations to finish covering event costs and remainder will then go to CFR. All silent auction dollars will go to CFR.
* Time for Friday and Saturday will be 10am to 6pm. The area will be open at 7:30am for Shane to setup, Bonnye will be doing dust abatement around 8am and vendors can arrive at 8am to start setting up.
* Logo is being developed – hoping to have it by next week.
* Still lacking food vendors. Would any pizza place be interested? Kim is reaching out to Black Stone Deli and to Molly’s Crater Lake restaurant.
* Hannah has been working on sign up forms for volunteers, the farmers market, and the silent auction. All will be posted once they are completed. We should also print them out for City Hall so that people can fill them out and turn them in.
* Some power can be available for booths, we will not let vendors bring their own power. We might add some generators ourselves – but want to limit them as much as possible.
* Hannah is working on some flyer concepts.
* Next meeting will be Thursday 4/14 @ 2pm at City Hall and Zoom.