Meeting Minutes: Chi-Town Family Festival Planning Committee Meeting 4-28-2022

# Action Items:

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

# Meeting Notes:

* The committee finalized several marketing materials, including an event flyer, vendor flyer, press release, promotional letter, and pamphlet.
* Vendor booths need to be a recommended donation since the city cannot charge due to insurance requirements.
* City council did approve use of the city’s ARPA funds (up to $5k) to be used to help offset costs.
* Cathy will talk to Ellsworth about the Sleep Inn and Casino. Update: Cathy did talk to Ellsworth, and he is offering a 2 night stay for the silent auction. He also provided the manager’s contact for the casino.
* We will provide the event flyer in the resident’s water bill and the sponsor material in the business bills.
* Robert will send out all the finalized marketing materials to the group and will post them on the website.
* We will publicize the event on the city’s Facebook page and others, in the city’s newsletter, and in Chiloquin News. We can also post flyers at the Post Office. Flyers can be posted at the bulletin boards in Oregon Shores area.
* Send any press contacts to Robert for the press release to be sent to.
* Ken has about 12-13 acts and some are happy to play for both days. Ken will create a draft schedule so we can advertise who is playing when.
* Still have not heard back from JB regarding their car hauler. Most of the groups are very small so we should be okay with the space.
* We will have the silent auction bids close at 3:30pm on Saturday and we will have the winner announcements from 4-4:30pm on Saturday.
* Bill will send out the vendor flyer to his mailing list next week.
* Can we print out the city’s business directory?
* How will the free meal “volunteer signup” dinner be promoted?
* Next meeting will be Thursday 5/5 @ 2pm at City Hall and Zoom.