

## September 7, 2011 Minutes

1. Julie, Jodi and Pam met with the H.S. to solicit volunteers from the students and staff. We will need 50 volunteers each day and that does not include specific areas. There are 50 committee member volunteers as well. It was suggested that each committee swap cell phone numbers of their volunteers and of committee members.
2. A preliminary map of the vendors and beer garden has been mapped out. The kid zone will be mapped out the day of the festival.
3. John reported that there are seven BBQ rib vendors and seven non-BBQ vendors. John had questions regarding the septic system and Cathy said she will get the Hartford fair contact phone number for John.
4. Jodi reported she has ordered 80,000 food tickets. Food tickets will be in \$1 denominations and are red in color. Vendors will price their food accordingly (i.e. in \$1 increments). Julie commented that the vendor selling Silpada might only be able to be at the festival on Sunday so Julie told the vendor she would only be charged \$50 for the day. Waivers will be signed by vendors. The need to expand the beer garden has been taken care of. Buckeye Winery will be serving non-alcoholic slushies.
5. Lenae is working on getting 3 golf carts and 6 gators.
6. The question of Bo Bice signing autographs and if an area needs to be roped off for that was asked. Jodi said she will call and find out.
7. All performances will be on a stage so no need for a flat bed. Bo Bice will set his equipment up first and all other acts will perform in front of his equipment. Parking passes will be issued to bands and vendors. Exhibitor's names will be on a list but they will not get parking passes. Security volunteers will have badges and committee and other volunteers will have lanyards. Lanyards should be collected at the end of the day so they can be used the next day. Jodi is working on the VIP welcome passes. The VIP tent will be near the stage with the location TBD. Dave and Michelle will provide the tent. The hospitality tent will be open from 2-6 pm both days with BW3 catering both days. We will need a list of band members who will be allowed in the hospitality tent.
8. Need a list of the volunteers who will be working the beer garden. Volunteers are not allowed to drink while volunteering. Julie is working on getting tables for the beer garden, Pepsi and water stations and kid zone. Julie said she may need help getting more tables.
9. It was suggested to bring pop up tents for the kid zone in case of rain. A waiver will be needed for parents to sign. Need donation of hay bales and pumpkins for decorating. Cathy will help with that. Face paint will be bought instead of asking the art department for supplies.
10. Cannot set chair's up on the track until Friday night after 6 pm and we need volunteers to help. A suggestion was made to ask FFA student's for help setting up the chairs.
11. Camping check in starts at 5 pm Friday and will be 9-12 pm on Saturday. All campers will go in through gate "D".
12. Volunteers will need to go to Park National Bank branches and pick up money and tickets by next Thursday.

13. Denise and Laura reported they still have several holes to fill on the volunteer list and they are waiting to hear back from football, volleyball and Newton elementary. It was suggested to double up people on shifts if we do not have enough volunteers. Teachers are soliciting in classrooms and will give names to Mr. Bowman.
14. Jodi ordered 500 glow necklaces for the Pink Floyd celebration and we will sell them for \$2 each. Kids can sell them and they can also be sold at the t-shirt booth.
15. Poker run – Lori introduced Rob and his wife Chris who are helping to organize the poker run. Riders will come in gate C and go to the McKean building. Last bike will be out at noon and in by 5 pm. Rob stated we need about 50 prizes to hand out to the bikers (t-shirts, hats etc.) and that 50/50 raffles are good to do. Someone asked if there would be a credit card machine and the answer was no but that Pam is working on getting an ATM machine.
16. Beverage update – Jodi stated we would have to order what we think we need from Pepsi and that it was expensive. Julie said we could buy drinks from the store at a cheaper rate. There was much discussion about this and John said he would get a hold of Pam regarding Pepsi and getting Pepsi to deliver.
17. Parking – It was recommended to charge at least \$1 to park at the festival. After a discussion it was decided \$5 will be charged to park. We will need volunteers at the main gate, A, to collect the money. Parking will be included in the price for campers.
18. Larry Hughes will get the signs up at the fair and Lenae will follow up on this.
19. Jodi stated we need a backup plan if it rains. Jodi suggested people bring leaf blowers and squeegees. Carston is in charge of generators and hand sanitizers in the petting zoo.
20. We will be using the restrooms at the fairgrounds and extra port-a-potties will be delivered. Someone asked if the fairgrounds will be supplying toilet paper and soap for the restrooms. Gary will check on this.
21. Handicap people who pay \$15 will be allowed down on the grass for the concerts. The following are the Gate entrances:
  - A – Public entrance
  - B – Non-food vendors, kid zone, harness racing and exhibitors
  - C – Motorcycles, food vendors, entertainment and volunteer parking
  - D – Campers only

Next meeting will be September 15<sup>th</sup>, 7 pm. H.S. cafeteria.