



EVENTS PLANNING COMMITTEE MEETING AGENDA

August 12, 2024, 5:30 – 7:30 PM
City Hall

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL of July 23, 2024, MINUTES
- D. BUDGET REPORT – Sheena - 10 MIN
- E. National Night Out (Completed 08/06/24) – Wendy – 10 MIN
 - a. Recognition
 - b. Recap/Wins/Opportunities
- F. FARMER'S MARKET
 - a. How is it going?
 - b. 5th Wednesday
- G. 2024 MILLERSBURG CELEBRATION (9/7/24 1PM –10PM) – 90 MIN
 - a. Review of Logistics
 - i. Parking
 - 1. Main lot (Field) and Reserved (Existing Parking Lots)
 - ii. Garbage
 - iii. Porta Potties
 - iv. Lighting
 - v. Shirts
 - vi. Promoting
 - 1. Signs
 - 2. Social Media
 - vii. Required paperwork/checks
 - 1. Volunteers
 - 2. Vendors
 - viii. Layout – Set Up
 - ix. City of Millersburg/Info Tent (How many people? Who? When? Water)
 - b. Touch on all Events
 - i. Business/Vendor Expo - Wendy
 - ii. "Show and Shine" Car Show (1P-5P) - Dick/Denise
 - iii. Movie (8P-9:45P) – Liz
 - 1. Rope off Space
 - iv. Bingo (2P-6P)- Michelle
 - v. Music (1P-7P) - Wendy
 - vi. Food Trucks (1P-7P) - Tyler/Chelsea
 - 1. Beer Garden – City Guidelines Received
 - vii. Kid Zone (1P-6P) – Kim
- H. ACTION ITEMS/NEXT MEETING
- I. ADJOURNMENT