



## EVENTS PLANNING COMMITTEE MEETING AGENDA

September 4, 2024, 5:30 PM – 7:00 PM  
City Hall

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL of August 12, 2024, MINUTES
- D. BUDGET REPORT – Sheena - 5 MIN
- E. 2024 MILLERSBURG CELEBRATION (9/7/24 1PM –10PM)
  - a. Emergency Action Plan (EAP) – 15 Min - Janelle
  - b. Handouts for food Trucks and Vendors - Janelle
  - c. Beer Garden update (cost, fence, tent, location) – 10 Min - Tyler
  - d. Map update – 10 Min
    - i. Add parking indicators (field, ADA, Vendors) for social media and website
      - 1. Parking Pass List (print & distribute)
  - e. BPT update - Liz
  - f. Info Booth (set-up/tear down, schedule, tables, chairs, water/coolers) 5 Min
  - g. Volunteer Schedule 5 Min
  - h. Food truck (meal) vouchers (issue, track, pay) 5 Min
  - i. Events – 10 Min
    - i. Food trucks – add 1 - Chelsea
    - ii. Movie concessions location - Liz
    - iii. Kid Zone – Bounce house delivery and tear down navigation – Kim
- F. NEXT MEETING
- G. ADJOURNMENT