



Events Committee Meeting
8:30 AM, Date: 3/04/24

Agenda

1. Call to Order by:
2. Adoption of the Agenda
 - a. Additions?
3. Approval of previous Meeting Minutes of Feb 19, 2024
4. Invitation to **Mike Amen** to join our board
 - a. Room for 1 qualified member from outside of the Village
5. Items for Discussion/update:
 - a. 125th Anniversary Logo
 - i. We'd like to begin using it as soon as it's ready, to promote special highlights
 1. Trevor Panczak
 2. Etc
 - b. Easter: **Emilie** update on egg hunt plans; **Aimee** re Fire Dept Breakfast
 - c. Honored Guest Dinner/party
 - i. Recognition
 1. Thank you letter from mayor/village, award??
 - d. 125th Birthday Party on May 5th (which happens to be a Sunday)
 - i. Larry Nilsson/Historical Society in charge – (verify)
 - ii. What's happening?
 - iii. Publicity & invitations
 1. Residents
 2. Newsworthy
6. Settler Days/125th Celebration (**Aimee & Karma** to oversee/coordinate again) – **BIG THANKS**
 - a. Events Committee – To-do List on last pages – (this may take precedence over most of the rest of our agenda)
 - b. Budget review:
 - i. Grant use – expenses we know are legit/approved
 1. Local talent
 2. Publicity and trophies
 3. Other?
 - ii. Other expenses – details and total
 - c. Parade: **Sandra** confirmed she's on it – ANOTHER BIG THANKS
 - d. Stirling 1st ward is doing Beef-on-a Bun (confirmed)
 - e. Portable sign – location and use
 - i. Brennan ideas/design
 - f. Tents sources, numbers & locations for use
 - g. Food Trucks in designated areas only, as per By-Law.
 - i. Must complete & submit the vendor form (available at the office)
 - ii. Council motion will include "Rodeo Arena" area
 - h. Specific events: update & confirming who's taking the lead on each
 - i. Verifying Fire Dept - Saturday breakfast
 - ii. Artisan Craft Show
 - iii. Craft Market



- iv. Soft ball (**Emilie**)
 - v. Cakewalk (**Jenna**)
 - vi. Music on the veranda - may include a Trevor Panczak # or 2 (Larry Nilsson is on it)
 - vii. Saturday - early walk/run (Eliza?)
 - viii. Special guests update – still waiting for confirmations
 - 1. Who’s hosting them
 - a. Politicians – w/b Mayor or a councilor
 - b. Church leader(s) – Depending on who it is, Stake Presidency member, a bishop & a village representative
 - 2. Amenities, presentations, recognition, meals/snacks hosted by CAO/admin & Mayor
 - 3. Separate activities like touring historic sites; viewing pictures and history at the Kiosk will be done by Mayor or his designate
 - ix. Aimee – Magrath ideas/coordination with any of their events/ours
 - x. Silver Saddle Club update – confirm cost & availability (**Mike**)
 - 1. Will our budget cover it – (Let’s make it so!)
 - i. Are we doing anything besides the May 5th Birthday Party?
 - j. What we know
 - k. What we would like to have happen
 - l. Are we each clear on our roles and responsibilities?
7. Other business
8. Adjournment

Events Committee - To-do List

(Feb 29/2024) - Thank you, Aimee

Thursday, July 18, 2024

- **Music on the Veranda** at 7:00 pm
 - Deliver and set up the piano and sound equipment
- **Artisan Craft Show** from 5:00 to 7:00 pm?
 - Set up tents and tables
 - Find local artists to volunteer
 - \$50/person budget for craft materials? (\$300.00)?
 - Get invoices from artists for grant reporting
- **Dinner** at 6:00 pm
 - Make sure vendor application is submit
 - Get pricing and meal information for flyer

Friday, July 19, 2024

- **Horseshoe Pits** at 3:00 pm
 - Set up a tent for volunteers
- **Cake Walk** at 6:30 pm

Saturday, July 20, 2024

- **5km Walk and Talk** at 7:00 am

- Set up tents, tables, sound equipment, and dividers
- Get prizes (\$100.00)?
- **Friends of the Library Dinner** at 6:00 pm
 - Make sure vendor application is submit
 - Get pricing and meal information for flyer
 - Deliver debit machine
 - Set up hand wash stations, soap, and paper towels (\$75.00)
- **Family Slow Pitch Tournament** at 6:30 pm
 - Create a flyer for team signups
 - Get any supplies that are needed
 - Buy baseball field paint (\$250.00)
- **Wagon Rides** at 7:00 pm (\$375.00)
 - Organize tours and old photos
- **Fireman Hose Laying**
- **Movie in the Park** at 10:00 pm
 - Set up tents and tables for Friends of the Library concession
 - Give debit machine to Friends of the Library
 - Pick movie (\$1,800.00)
- Give prizes to Eliza (2023 T-Shirts)?
- Ask if direction signs are needed



- **Fireman Pancake Breakfast** at 7:00 am
 - Make sure vendor application is submit
 - Make sure Blackstone's are at the hall and Propane is full (\$250.00)
- **Parade at 11:00 am (Sandra \$1,000)?**
 - Confirm booking with Gerry First Charger
 - Invite dignitaries (completed)
 - Will we need wagon for dignitaries? (\$150.00)
 - Order parade candy (\$200.00)
 - Slurpees (Sandra \$100.00)
- **Sponsored Lunch at 12:00 pm?**
 - Set up tents
 - Buy plates, napkins, and cutlery (\$200.00)?
 - Should we give Donuts? (\$500.00)?
 - Rent picnic tables for additional seating?
- **Food trucks?**
 - Setup in camp spots near reunion centre
 - Book trucks
 - Set up seating area?
- **Entertainment at 12:00 pm**
 - Decide what entertainment to have. Live entertainment, speeches, Atco stage?
- **Rodeo at 12:00 pm**
 - Mini chucks booking?
 - Ask if Silver Saddle club wants food trucks
- **Family Slow Pitch Tournament** at 12:00 pm
 - Are we doing trophies? (\$250.00)
- **Relay Swim Races** at 1:00 pm
- **Treasure Hunt Swim** at 1:45 pm
- **Fireman Slip and Slide** at 2:00 pm
 - Ask if Fire Department needs freezies? (\$150.00)?
- **Toonie Swim** at 2:30 pm
- **Craft Sale** at 3:00 pm
 - Set up tents
 - Create flyer for vendors
- **Ward Dinner** at 6:00 pm
 - Deliver debit machine
 - Make sure vendor application is submit
 - Ask public health about food preparation in church kitchen
- **Trevor Panczak**
 - Find volunteers to work swag tent
 - Book lighting with Greg (\$500.00) Done
 - Order Glow Sticks (\$100.00)
- **Fireworks**

- Buy gift card for Phil (\$100.00)

Other

- **Road Closure**

- Barricade rental?

- **Volunteers**

- Consider offering coupons for pool concession
- Get volunteer T-Shirts

- **Flowers and Flower baskets for main street**

- Discuss budget and plans with Shane

- **T-Shirts (\$3,000)?**

- Determine quantity and sizes needed
- Make sure we have T-Shirts for dignitaries
- Decide if we're going to set up a table or just sell at pool and office

- Price?

- Get quotes and order

- **Port-a Potties**

- Call and ask how many we need
- Ask Raymond if we can borrow hand wash stations to put near bathrooms

- **Event Application**

- Application needs to be submit at least 30 days before event - Scott

- **FCSS**

- Invite Raymond FCSS to set up a table

- **Antique Car Show?**