

SUBJECT: MARCH 10, 2016 EVENTS PLANNING COMMITTEE MEETING

THE EVENTS PLANNING COMMITTEE DISCUSSED THE PLAN FOR THE NEXT FOOD TRUCK FRIDAY NIGHT (FTFN) EVENT CURRENTLY SCHEDULED FOR MAY 20th -

6-10 PM UNDER THE PALM VALLEY BRIDGE. THE EVENT WILL BE SPONSORED BY THE PALM VALLEY COMMUNITY CHARITY, INC (PVCCI) IN PARTNERSHIP WITH TONI/MIKE @ PALM VALLEY OUTDOORS (PVO).

THE FOLLOWING ARE CRITICAL AREAS OF THE EVENT THAT NEED TO BE ORGANIZED USING THE MEETING DIALOGUE AS SUGGESTIONS. OVER THE NEXT FEW WEEKS, WE WILL WORK TO CONFIRM A CAPTAIN FOR EACH AREA THAT WILL WORK WITH RESOURCES NEEDED WITHIN THAT AREA TO ORGANIZE THE FTFN EVENT.

1. PARKING – PARK THE CARS ARRIVING UNDERNEATH THE BRIDGE---WE ONLY NEED TO PARK THE CARS FOR THE INITIAL ARRIVAL---ONCE THEY ARE PARKED AND ORGANIZED, CARS EXITING AND ARRIVING WILL KNOW WHERE TO PARK.

CAPTAIN- RANDY BRINGGER PLUS 2 VOLUNTEERS---NEED 3 SAFETY VESTS, FLASH LIGHTS AND TRAFFIC CONES----???DO WE WANT TO HAVE AN OFF DUTY DEPUTY FOR ASSISTANCE????

**2. SALES/MKTG/PR – CREATE A PLAN FOR MARKETING AND PUBLICITY AS WELL AS SPONSORS FOR FTFN
CAPTAIN- ? TBD ? ---2 OR MORE VOLUNTEERS NEEDED----DESIGN AND PROCURE FLYER, SIGNS, ETC. (BEACHAM STILL-DESIGN)---
CREATE PRESS RELEASE ANNOUNCING THE PLANS FOR FTFN----
EMAIL/SOCIAL/CIVIC ORGANIZATIONS/HOME OWNERS**

ASSOCIATIONS (YEARLY SPONSORS (FUTURE-DEVELOP CORPORATE SPONSORS)----WORK WITH FRANK ECKSTEIN – DEB LAMIR – NELS FROSTENSEN TO GET ON PVCA WEBSITE AND SOCIAL MEDIA

3. FOOD TRUCKS/PVO FOOD - COORDINATE FOOD SOURCES TO BE SUPPLIED FOR THE ATTENDEES WITH TONI AND MIKE.

CAPTAIN – TONI KARA, PVO/MIKE WICKS, FOOD TRUCKS----VICKI CORLAZZOLI DEFINE APPROPRIATE LAYOUT FOR TRUCKS, TABLES, CHAIRS, BAR AREA WITH PVO, ETC.

4. ENTERTAINMENT – PLAN FOR ENTERTAINMENT FOR ADULTS AND KIDS ATTENDING FTFN

CAPTAIN - ERICA MARINO – NEED 2 VOLUNTEERS---ALSO, NEED PLAN FOR:

- THE BAND TO BE USED

- CREATION OF A STAGE – (FLAT BED TRAILER COULD BE USED--- CHECK WITH KELLI OSBORNE---SHE HAD STAGE FOR BOAT PARADE IN PAST)

- OTHER POSSIBLE IDEAS---TALENT SHOW (SIMILAR TO PVHS)- KARAOKE-

- FUTURE FTFN EVENT: POSSIBLY PARTNER WITH CONCERT HALL FOR AN FUTURE EVENT AT THEIR LOCATION---USE BALL FIELDS--- FOOD TRUCKS OUTSIDE---HAVE A CONCERT FOR ENTERTAINMENT)

5. BEVERAGES - ENSURE TABLES ARE SET AND ALL ITEMS NEEDED FOR SERVICE ARE PLANNED, PURCHASED AND AVAILABLE (INCLUDING CUP DESIGN LOGO AND PURCHASE.

CAPTIAN – TO BE DETERMINED (INTERIM - MIKE WICKS---NEED VOLUNTEERS)

- ITEMS TO BE SERVED INCLUDE: WINE/BEER/SOFT DRINKS/BOTTLED WATER, ETC

6. PVCA/PVCCI TABLE – HAVE TABLES SET UP FOR REPRESENTATION OF THE PVCA AND PVCCI

CAPTAIN - FRANK ECKSTEIN – NEED X VOLUNTEERS

- 2/3 TABLES WITH CHAIRS

- ALL FINANCIAL TRANSACTIONS WILL BE HANDLED BY THESE VOLUNTEER

- CHECK I.D.---APPLY WRIST BANDS AND SELL CUPS FOR

WINE/BEER

- SELL TICKETS FOR 1 BEVERAGE ONLY(WATER/SOFT DRINKS)
- SELL RAFFLE TICKETS

7. GROUNDS SET UP/TAKE DOWN – SET UP/TAKE DOWN TABLES/CHAIRS, TRASH CANS - SET UP BATH ROOMS SET UP KIDS AREA---GRASS MOWED, IF NEEDED, ETC.

CAPTAIN – MIKE MC AFEE – NEED VOLUNTEERS TO LOAD AT PVCA/UNLOAD AND SET UP/TAKE DOWN---- DEB CHAPIN IS COORDINATING BATHROOM PLAN WITH MIKE WICKS--- CONSIDERING TRAILER BATHROOM FOR WOMEN AND TWO OR THREE PORTA-LETS FOR MEN.

8. VOLUNTEER COORDINATION – DETERMINE VOLUNTEER NEEDS FROM CAPTAINS OF EACH AREA---RECRUIT AND COORDINATE RECRUITMENT OF VOLUNTEERS SUGGESTED CAPTAIN- (DIANE TATUM-CONNIE FROSTENSEN-FROSTY NELS FOR COORDINATION AND RECRUITMENT OF VOLUNTEERS - USE PVCA WEBSITE-MEMBERSHIP LIST(S)-SOCIAL MEDIA

9. FINANCIAL COORDINATION AND SPONSORSHIPS--- GET SPONSORS AND COLLECT PROMISED DONATIONS CAPTAINS – MIKE WICKS – DONATIONS, ETC ETHEL & MIKE CAMPBELL WILL MANAGE MONIES

NOTE: THE OBJECTIVE FOR THE NEXT EVENT PLANNING COMMITTEE---APRIL 7, 2016 AT 6:30PM----EACH CAPTAIN NEEDS TO BE THERE AND HAVE THE PLANS COMPLETE FOR THEIR AREA

**THANK YOU,
VICTORIA CORLAZZOLI**