

Sunset at Sunset  
Steering Committee  
October 23, 2014

Present: Karen Joseph, Marci Berry, Lois McClellan, Ann Bokelman, Jean Hutchinson, Karen Dombrowski

1. Reviewed emails from vendors in response to Karen's email. Some good suggestions were received.
2. Discussed ideas for photo contest and events for next year.
3. Applications: fees and forms were discussed. Sponsor and vendor forms needs lines or we want to consider lines for:
  - a. Do they want a booth?
  - b. What is their tax id number?
  - c. Add size of space.
  - d. Remind them that they cannot pound stakes into pavement.
  - e. Returned check fee/policy
  - f. Statement that SAS is not responsible for lost or damaged items if set up on Friday. Do we want specific hours for Friday setup? Committee members will be on site to direct you between 2 and 4 pm.
  - g. Statement about requirement for fire extinguisher if you have electricity. (Check with Fire Marshal)
  - h. No refunds/no exceptions?
  - i. Weather/Rain or shine
  - j. All communication by email
4. Discussed recognition for sponsors. Maybe have balloons at each sponsor's tent. Announce "Thanks to our sponsors--balloons at their tents--they make it all possible". Also discussed using certificates as a thank you, as opposed to sponsor gifts.
5. Discussed bands for next year.
6. Employee luncheon at Town Hall Monday, Oct. 27 at 12 noon.

Next meeting TBA