

SUNSET AT SUNSET

September 18, 2017

Members Present: Mark Head, Christian Viera, Lois McClellan, Mary Hughes, Karen Joseph, Carol Grace, Bob Donnelly, Bev Williams and Marge Gresham

A letter will be sent to all candidates for Sunset Beach Town Council advising them that there will be no campaigning at this event. This has been a standard at the SAS Festival.

Responsibilities:

Karen, Lois and Marge will meet with Dustin (Town Public Works), Ray Smith (electrician) and Fire Dept (Obstacle Course) to finalize plans for placing of water lines, electricity and obstacle course.

All boxes for merchandise to be sold will be reviewed. Sweatshirts (new merchandise) will be sold for \$15.00.

Posters to be distributed around town by committee members.

National Anthem will be played to “kick off” Festival.

Band will announce Planetarium shows are half-price the day of Festival.

THURSDAY:

Marge and Lois will place vendor spot location numbers starting at 10 AM. These will be picked up as soon as the vendor is in place.

FRIDAY:

All committee members will be at the site starting at 8 AM until? Many vendors will come to set up sites. Both porta-johns and trash cans will be delivered and need to be placed.

Items from Town Hall need to be picked up.

Oversee setup of Welcome Tent, Town Booth, Police Booth and Eating Area.

Tables/chairs delivered to sites.

Golf carts taken to Police garage.

Parking signs to be delivered along roadways.

Handicap signs placed in parking lot.

DAY OF FESTIVAL:

Golf carts from Police garage

Photographs will be taken throughout the day.

Carol Grace will oversee the set up of Welcome Tent with merchandise.

Chairs need to be placed in area near Bounce House for parents waiting

Bob Donnelly and Mary Hughes will work with Parking Volunteers giving instructions, vests and directing volunteers to tent area for water and chairs.

Cooler with ice and water at stage area

Jean Hutchenson will check vendors for display of Tax ID #.

Checking in with vendors in the AM and PM, distribute evaluation forms to each and collect forms near end of day.

Karen Joseph, Lois McClellan, Bob Donnelly and Mary Hughes will distribute certificates to sponsors.

The Photo Contest winners have been decided, ribbons will be placed and Peoples Choice Award will be presented.

END OF DAY:

Golf carts returned to Police garage

Oversee clean up – collection of trash cans to central point