

**SUNSET AT SUNSET
MINUTES
September 21, 2018**

Members Present: Carol Grace, Jan McComb, Karen Joseph, Bob Donnelly, Lois McClellan, Marge Gresham

Banners: The banners have been given to Town Hall personnel who will be placing them in strategic locations around town. The sponsor banner will be placed near the bandstand for all to see.

ATMC: Karen contacted Nathan at ATMC regarding spots to be shown on TV starting September 22. However, she has not seen the drafts for approval. His emails indicated he evacuated and just getting back into town. He will be drafting the spots for approval and then will increase the advertising spots starting next week.

Facebook: Social media posts done for August, September and will be done for remainder of September and October. The last 60 days 5,128 people were reached, post engagements were 3,353 and 205 people responded to the Facebook posts. Sponsors will be highlighted in the next few days as well as the various food vendors.

Vendors: Karen has sent out notifications to all vendors regarding the location for vendor as well as a letter informing vendors of setup times as well as removal of all vehicles from vendor area by 9:30 AM. Vendors may begin setting up at 7:00 AM that day or may set up tents and tables the day before. It is not recommended to set up any merchandise/products on Friday as there will not be a patrol. The committee is hopeful that none of the vendors were affected by the hurricane. As of this date, we have 141 vendors, the largest in Sunset at Sunset Festival history.

Schedule:

Thursday, October 4, 10:00 AM – mapping/placing markers for all of the vendors. Lois and Marge are in charge of this.

Friday, October 5, - various reporting times for committee

Tent/stage delivery. Some vendors may come to set up tents/tables/chairs. Golf carts will be delivered and taken to Police Headquarters for the night. Parking signs to be placed in strategic locations. Porta- Johns to be delivered and Waste Industries will be delivering the garbage cans. Lois will be contacting Bill Gore to confirm tents, tables, chairs and stage.

Saturday, October 6 - Karen, Lois and Marge will pick up the golf carts at 6:30 AM and deliver to site. Committee members will report at 7:00 AM at the site. Bob will direct parking volunteers to areas of concern. Carol Malm, Jan McComb and Bev Williams will set up the Welcome Tent with tables, chairs, balloons, merchandise, etc. Marge will oversee the Food area to include all vendors in that area. Lois and a volunteer will be at the entrance along High Market Street. Two volunteers will be at the Sunset Boulevard to direct vendors. Karen will be “roaming” as needed.

ROTC Color guard will arrive at 9:30 AM in preparation for the presentation of the flag and National Anthem.

Parking Volunteers: Bob has contacted last year’s volunteers and is waiting for a response. Carol Malm will be contacting a men’s group for volunteers. Coolers with water will be provided at the parking areas, entrances, stage and Welcome Tent. Bob has the vests for parking volunteers.

Sandwich Boards: Karen will be making the signs to place in the boards. These will provide information regarding the food available at the festival.

Checks: Karen will meet with the Financial Director to have checks prepared for: Bill Gore, 5 Star Farms, Porta Johns, Face Painter, Sea and Sand Band, Photographer, ROTC, and Petty Cash for Welcome Tent merchandise.

Condos: emails have been sent to all owners and a second notice is to be sent as a reminder.

Public Works: Karen will set up a meeting with public works and the electrician. Spraying for fire ants, cutting grass and whether or not there will be a display of town equipment. Last year's display was a welcome event.

Next Meeting: Thursday, September 27, at Town Hall to bring all SAS materials from the stored space and checked for accuracy and whether or not more is needed. Meeting will be at 10:00 AM.