

**SUNSET AT SUNSET
MINUTES
SEPTEMBER 16, 2019**

Members present: Karen Joseph, Mary Hughes, Jan McComb, Kathleen O'Sullivan, Lois McClellan, Bob Donnelly, Ron Lim, Juanita Adams, Cindi Stephenson, Carol Grace and Marge Gresham

This would be the last formal meeting prior to the festival on October 5, 2019. Final plans and details for the festival were discussed.

Mary contacted the Paul Grimshaw Band to finalize plans for the playing of the National Anthem after the Rolling Thunder arrives and the WBHS Junior ROTC color guard presents the flag. The color guard will arrive at 9:30 AM and will meet behind the stage.

Cindi will remind Public works of the need to mow and check/spray for fire ants.

The TV advertisement on ATMC will begin on 9/21/19 and run for the 2 weeks prior to the festival.

Bob Donnelly presented a final list and time slots for parking volunteers. There are only a couple of spaces should more volunteers be added. Marge announced that she secured some high school volunteers for the festival and they would be arriving early on Saturday.

Kathleen reported on the arrival times for the porta johns and the trash cans. There will be 5 additional trash cans delivered. Kathleen will be in touch with these companies to confirm delivery dates and times. Invoices have been requested and will be given and the time of delivery.

Carol is in charge of the Welcome Tent volunteer scheduling. Kathleen will be working with Carol. Volunteers will be needed throughout the day for the sale of shirts and sweatshirts. A committee member will be in the Welcome Tent at all times. Jan will be the cashier for the sales.

It was verified that we have enough Evaluation Cards to be given to the vendors and collected by the end of the day. Juanita will deliver and pick up these card.

Karen will obtain checks from Finance Department and cash for the Welcome Booth sales.

Bob and Ron will place the EVENT PARKING, HANDICAP PARKING signs in proper locations.

Karen, Bob and Ron will be meeting with the town homes representative regarding the non-parking of vehicles as there will be no way for vehicles to move during the festival.

Article to the Beacon the week prior to festival giving information regarding vendors, food vendors, kid activities including the Fire Dept.'s obstacle course.

Marge, Lois and Karen will be meeting with the electrician to finalize plans for wiring locations.

DUTIES AND RESPONSIBILITIES

Thursday: Marge and Lois will be measuring and placing vendor booth numbers with assistance from committee members, Mary, Bob and Ron.

Friday: Ron and Bob will pick up all items from Town Hall. All members will be on site at scattered times to accommodate delivery of Golf carts, trash cans, porta johns, tents, tables and chairs and vendors who will be arriving to set up their locations in advance. Golf carts will be delivered to Police garage until Saturday AM. Marge will pick up balloons.

Saturday: All committee members will arrive on site at 7 AM. Golf carts will be picked up from the police garage. Lois, Karen, Mary and Marge will be directing vendors to their locations. Marge will also meet with the Health

Services representative who will be inspecting food vendor booths. As vendors set up, collect the booth markers. Carol, Kathleen and Jan will be setting up display of Welcome Tent items. Juanita will be responsible for attaching balloons to Welcome Tent for all to recognize its location. Bob and Ron will be monitoring the parking area all day insuring that volunteers have water, vests and maps. There will be a tent set up at parking entrance. Water cooler will be placed at stage area. At end of day, golf carts will be returned to the police garage. Fire department will provide a large cooler with ice. At end of day, all trash cans will be returned to the original delivery area.