Town of Fairview
Fairview Park Event Committee Meeting
January 14, 2021

The following Fairview Park Event Committee members were present: Lisa Thomas, Gayle Brock, Scott Cuthbertson, Leigh Harris, Mike Medlin and Spencer Thomas

Others present: Teresa Gregorius, Town Clerk, Morgan Ellison, Pam Mower

<u>Public Comments</u>

None

<u>Items of Business</u>

A. <u>Review 2020 Winter Festival</u>

Chairman Thomas asked the committee to express their pros and cons noted during the festival.

Pros: Music with Chad Price
            Santa and Santa's Village
            Vendors

Cons: Have an age limit on train riders
            Refine traffic pattern for children filling stockings
            Post itinerary at the "entrance" so everyone can see
            Instead of tickets that must be stamped, use different hand stamps for trolley and train rides

B. <u>Future Events</u>

Chairman Thomas asked the committee if everyone was in favor of scheduling the events for 2021 as usual, provided the governor does not shutdown the state due to COVID. The committee scheduled the following:

- Easter Egg Hunt – March 27th 10:00 AM – 12:00
- Music in the Park – June 4th 7:00 PM – 9:00 PM

- Fairview Fall Festival – October 2nd 10:00 AM – 5:00 PM
- Winter Festival – December 11th 4:00 PM – 6:00 PM

Chairman Thomas gave everyone a list of subcommittees used for the events and asked them to review and at the next meeting subcommittees would be assigned (see: Exhibit A).

C. <u>Minutes</u>

Spencer Thomas made a motion to approve the November 5, 2020 minutes. Gayle Brock seconded the motion. Committee members Thomas, Brock, Cuthbertson, Harris, M. Medlin and S. Thomas voted yes (6-0).

Chairman Thomas adjourned the meeting.

Respectfully submitted,

_____   _____
Teresa Gregorius   Lisa Thomas
Town Clerk   Chairman

Approved this 4th day of February 2021

EXHIBIT A

FESTIVAL SUB-COMMITTEES

CLEAN UP CREW

Pay an organization to take down decorations and return to town hall

All decorations need to be removed at the end of the event

All committee members will clean up

VENDORS

Easter – decide if food vendor is needed

Fall Festival – would like 30-40 craft/business vendors and at least 5 food vendors

Winter Festival – business advertising booths and churches will give out candy to the children

** Make all contacts and make sure applications are sent to Teresa **

ACTIVITIES

Easter – set up egg hunt stations based on age, have all crafts prepared, contact Simpson's Eggs

Fall Festival – establish activity booths for children and youth (at least 10 activities with things for various ages

Winter Festival – establish activities for children

** SECURE ALL VOLUNTEERS NEEDED **

ENTERTAINMENT

Easter – volunteer to be the Easter Bunny. Book gospel singing if wanted/needed

Fall Festival – establish music schedule, hire a sound system, contact Piedmont High School Chorus, Fairview Elementary students, Piedmont Middle and High School bands

<u>Winter Festival</u> – hire sound system, establish music schedule or performers, book
　　　Santa

PARKING

Put out parking sings for each event

Hire parking crew/make schedule/be the contact person

Schedule vans for transporting from Bethlehem Presbyterian Church if needed
Check with Jerry Clontz about parking zones

CUSTODIAL

Empty trashcans during **all** events

<u>Fall Festival</u> – schedule porta-johns and handwashing stands. Clean bathrooms
　　　periodically during the festival

ADVERTISEMENT

Place banners for the Fall, Winter, Music in the Park and Easter Egg Hunt up at least 4 weeks prior to events

Banners need to be placed at the 218/601 intersection, roundabout at 218/Mill Grove Rd., roundabout on Sikes Mill Rd., roundabout at 218/205, one on Unionville Rd. intersection at Unionville Town Hall and Fairview Park entrance

Order additional banners if needed – double sided

Take down banners and deliver to town hall within a week after event

Update Facebook and Instagram page with events 6 weeks prior to event for original post and update weekly, update daily the week of the event

Create and print flyers for each event and have 500 copies made and deliver to Fairview School two weeks prior to event