



Town of Fairview

FAIRVIEW PARK EVENT COMMITTEE

Agenda

January 6, 2022 @ 6:30 p.m.

Meeting will be in the Fairview Town Hall Meeting Room

1. Call to order ---*Chairman Thomas*
2. Public Comments:
3. Business:
 - Discuss events for 2022
4. Adjourn

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

Winter Festival – hire sound system, establish music schedule or performers, book Santa

PARKING

Put out parking signs 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

Fall Festival – 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