

Parks and Recreation Meeting Notes - September 2024

Date: September 20, 2024

Meeting Topic: Trolley Fest Final Planning

Attendees: Efim Shapiro, Victoria Thompson, Mari Beth Schmersahl, Lori Andrews

Action items are highlighted below

Trolley Fest Final Planning

Volunteers:

- **Lori:** Will assist with moving items and working in the scarecrow tent from 7 AM.
- **Josie:** Will help set up and manage the pumpkin tent.
- **MVB Bank Folks:** Will help as needed in shifts throughout the day.

Scarecrows:

- **Supplies:**
 - Victoria will order safety pins, twine, and hats.
 - Lori will gather more clothes from neighbors and friends
- **Scarecrow Making Party:** Scheduled for Saturday, September 28th at 9 AM at Victoria's place.

Pumpkins:

- **Procurement:** Mari Beth will contact the Smithsburg place to arrange pumpkin purchase.
- **Pickup:** Pumpkins will be picked up on Friday night, October 4th.
- **Sponsorship:** Victoria will contact the CCC for potential sponsorship.

Library:

- **Buttons:** An update on the button order is needed.
- **Bookmarks:** Victoria will order card stock and coordinate with the library on supply needs.
- **Small Business Vendors:** The idea of including small business vendors has been canceled.

Contact Checklist:

- All participants should contact the festival participants that they have been in touch with to ensure everything is on schedule and provide a day-of contact.
- **Specific contacts:**

- Efim
 - Teds
 - Trey
 - Backyard Inflatables
 - Caricaturist Brian L
 - Audio Engineer
 - Cornet Band,
- Mari Beth
 - Pumpkins
 - Animals
 - Food Trucks (Red Envelope, Tacozilla, Sweats & Treats), Wool Lady,
- Victoria
 - Library and scavenger hunt
 - First United (Halloween candy).

Day-of Setup

Day Before:

- **Mari Beth:** Will ask Kathy about the appropriate time to set up on Friday.
- **Promiseland:** Will deliver the stage and hay bales.
- **Pumpkins:** Pumpkins will be unloaded by Mari Beth and her husband and whoever else can help and tarped if needed.

Day-of Setup:

- **7 AM:** Meet at the town hall and start shuttling items to the park (tents, backup generator, games, etc.).
- **8 AM:** Teds will set up the bandshell.
- **9 AM:** Engineer will set up the sound system. Backyard Inflatables will arrive and set up.
- **10 AM:** Band will set up and soundcheck. Food trucks and caricaturist will arrive. Face painter will set up.

Doubs Park Festival Layout

- Mari Beth to inquire about placement of food trucks

Stage Announcements

- **Key Points:** Topics to be mentioned from the stage include volunteering, sponsors, Promiseland, CCC, community partners, banks, and local attractions.
- **Promotional Video Ideas:** Ideas for promotional videos were discussed, including scarecrow heads, Promiseland Feed, Brian L caricature videos, and band performances.