

2021 Holiday Hoopla Meeting Minutes : 8/17/2021
Tim's Wine Market : 5-7pm

Attending Committee Members: Heather Churchill- Voorhees, Brynna Connors, Bonny Elder, Morgan Kimmel, Debi Lake, Lana Marchitelli, Kristen Rumble, Christine Samek-Yonge, Colleen Williams

Non-Attending Committee Members: Dorrie Batten, Amanda Black, Heather Oles, Beth Visser

Attending Liaisons: Andy Williams (Town Council) and Vicki Hearst (Windermere Garden Club)

AGENDA:

1. Event rentals - The Event Specialists chosen as vendor. Discussed options, prices, needs from residents for yard games. Face painters, photo booths/picture area, etc. Discussed options from Dorrie also. Hand sanitizer at each station to be managed by volunteers.
2. Mailer - deer theme, updated Town mailing list from Town admin, date to be printed and mailed out. 2-3 banners with sponsors.
3. Santa - roaming from 7-9pm, volunteer/hire, hand out candy canes, collect Letters to Santa (pre-printed form letter and envelopes (PO operation Santa), make sign with details on how to fill out, make large mail box for letters, find Town outfit.
4. Food Trucks - Town approved vendor list, vote on 3 choices/availability, set up location same as years past. No charge for food truck vendors. Order pizza, chips, drinks for volunteer meeting before the event. Face trucks in a circle towards back walkway.
5. DJ - same DJ as last year. Booked and deposit made. Play more Christmas music this year. Coordinate games for the kids again.
6. Decorations - coordinate with Vicki Hearst, elegant Deer theme (gold, silver, black, green and red) for town hall exterior entrance, interior stage, back porch, outside grounds, tables, table cloths, etc. Leftover decor from Mayor's event in Town community room. Black tablecloths, fairy white lights, candles, 2 White trees, 2 deers, white batting, lights, stilt walkers for entrance of event for 1-2 hours. Backdrop on back patio for family photos. Snowflake machine for over grassy area.
7. Balloons - multiple vendors to discuss along with locations for balloon decor.
8. Beverages - opportunities for sponsorships (small waters, N/A punch, hot chocolate, coffee, styrofoam cups). Have volunteers with gloves serve all beverages. Purchase non-styrofoam cups if possible.
9. Desserts & Apps - opportunities for sponsorships (NBCakes, cookies, etc). Fruit, cheese and cracker tray by Tim's booth. Contact Melinda Mincey for traditional themed cake. Plates and napkins. Have volunteers with gloves hand out all apps and desserts. Lakeside and Dixie Cream Contacted.
10. Wine and Beer - Tim's selling wine and beer. Windermere Brewery setting up tent for samples/tasting only.
11. Crafts/Letters to Santa - ideas and check leftovers from 2019 HH. See "3. Santa" for more details.
12. Student Volunteers - 25 or so needed evening of the event. Contact Olympia HS honor society and Town WAY committee for volunteers. Wear NHS or WAY shirts. We purchase something for each student to show they are an event volunteer (light up necklace, reindeer hat or headband, etc.). Volunteers are offered 5 hours of community service. Appx hours are 5:30 - 10pm. Pizza dinner offered during in-service at 5:45pm. Mandy is town council liaison for the WAY committee. Let volunteers know kids need wristbands to get onto slides, etc.
13. Charity - sponsor/set up table to donations to coincide with WPD.
14. Public Works/Lighting/Tables - first meeting done with new director Tonya Elliott-Moore. PW helping similar to 2019 HH event. Will pick up and deliver lights from Sunbelt. Assist with event set up and clean up. Need to discuss layout and renting/buying a few high top tables.
15. Wristbands - 3 check-in tables with wristbands/glow bands plus private event signs.
16. Budget - update by line item and forms for tax exempt and reimbursement.

Holiday Hoopla Event Date - Friday, 12/3/2021 from 6:30-9:30pm for 'Town of Windermere' residents only

Event Location - Windermere Town Hall : 520 Main Street, Windermere, FL 34786