

2021 Holiday Hoopla Meeting : 10/5/2021  
Tim's Wine Market : 5-7pm

Committee Members: Dorrie Batten, Amanda Black, Heather Churchill- Voorhees, Brynna Connors, Bonny Elder, Morgan Kimmel, Debi Lake, Lana Marchitelli, Heather Oles, Kristen Rumble, Christine Samek-Yonge, Beth Visser, Colleen Williams

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

AGENDA:

1. Event rentals - Confirm items ordered with TES, needs from residents for yard games. Confirm and discuss TRIO performance by Odd-O-T's. Hand sanitizer at each station.
2. Mailer - Received updated Town mailing list from Town admin, Review draft of invite, discuss date to be printed and mailed out. Details for Banner(s) with sponsors and town staff listed?
3. Santa - Hour(s), find volunteer for Town outfit(s), roaming Santa will hand out candy canes, collect Letters to Santa.
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.
5. DJ - same DJ as last year. Booked and deposit made.
6. Decorations - Elegant Deer theme (gold, silver, black, green and red) for town hall exterior entrance, interior stage, back porch, outside grounds, tables, table cloths, etc. Update on Town items available for use this year. Have table cloths cleaned prior to the event if needed. Snowflake machine? Backdrop for family photos on back patio. Luminary bags with electric tea lights to lead people to the food trucks.
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). Discuss types of beverages to have, cups, containers for serving. Need hot chocolate cups. Small fancy napkins?
9. Desserts & Apps - opportunities for sponsorships (NBCakes, cookies, etc). Fruit, cheese and cracker tray by wine and beer booths (Beth has contact for a company). Contact Melinda Mincey for traditional themed cake. White plates and napkins in storage. Small fancy napkins?
10. Wine and Beer - Tim's selling wine and beer. Windermere Brewery setting up tent for samples/tasting only.
11. Crafts/Letters to Santa - Letters (tri fold with closure sticker and mailing address already adhered) & crafts table. Letters to Santa box. Ideas/options for crafts.
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, elf hat, etc.). Volunteers are offered 5 hours of community service. Appx hours are 5:30 - 10pm. Pizza dinner with chips and drinks offered during in-service at 5:45pm. Volunteers help put away tables and chairs at the end of the evening.
13. Charity - sponsor/set up table to donations to coincide with WPD. Charity TBD.
14. Public Works/Lighting/Tables - PW helping similar to 2019 HH event prior to the event and day of event setting up tables and chairs. 2 PW employees hired for the evening event. Town will pick up and deliver lights from Sunbelt. Need to discuss layout of event and tables. Town purchased 6 high top tables (Heather Oles has table cloths for these). Have Town check bulbs all working in string lights behind town hall.
15. Wristbands - 3 check-in tables with wristbands/private event signs.
16. Budget - update by line item and forms to tax exempt and reimbursement.
17. Misc items

Holiday Hoopla Event Date - Friday, 12/3/2021 from 6:30-9:30pm

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