

2021 Holiday Hoopla Meeting : 11/8/2021
Town Hall Back Patio : 5:30-7pm

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 and layout, needs from residents for yard games. Confirm TRIO performance timing by Odd-O-T's (7, 7:55 and 8:40pm). Hand sanitizer at each station. Discuss performances by White Swan dancers.
2. Mailer - Sent out wk of November 1st. Gather details for banner with sponsors and logos. Private Event signs and sizes.
3. Santa - Timing and role for volunteer Santa? Will have police escort in and out plus elf assistant from WPD. Gift card \$
4. Food Trucks - Tamale Company, Up In Smoke and Rolling Dough are the 3 trucks for this year. Set up location same as years past. No charge for food truck vendors. Ask food trucks to bring their own high top tables and string lights for their trucks.
5. DJ - same DJ as last year (DJ Greg). Ask to play more Christmas music this year. Will play music for Duo performers.
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. Have black table cloths cleaned prior to the event if needed. Luminary bags with electric tea lights to lead people to the food trucks. We have 3 sets of exterior Costco lights (48') to use for Tim's, Brewery tents and face painting/back patio area if needed.
7. Balloons - 2 vendors to discuss along with locations for balloon decor.
8. Beverages - Florida Ski School donating small waters. Paloma donating coffee station. N/A punch and hot chocolate purchased by HH budget. Non-styrofoam cups also purchased with HH budget for hot chocolate. Leftover town cups for punch.
9. Desserts & Apps - Windermere Rotary sponsoring NBCakes. Dixie Cream sponsoring cookies. Lakeside Realty sponsoring charcuterie boxes. Melinda Mincey making traditional full-sheet themed cake. White plates and napkins in storage. Small fancy napkins for adult area purchased.
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 needs power outlet (Andy). Reindeer ornament craft.
12. Student Volunteers - 25 or so needed evening of the event? Contact Olympia HS honor society and Town WAY committee for volunteers. Wear black shirts. Light up ornament necklaces and reindeer headbands purchased for each volunteer. 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 6pm. Volunteers help put away tables and chairs at the end of the evening.
13. Charity -Set up table for One Heart for Women and Children charity. Attendees asked to bring a gift or gift card.
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 5 balloon lights from Sunbelt on Maguire in Ocoee. Need to discuss layout of event and tables. Town purchased 6 high top tables. Have Town check bulbs all working in string lights behind town hall.
15. Wristbands - 3 check-in tables with wristbands/private event signs. Town resident volunteers and/or student volunteers? Print resident check-in sheets.
16. Budget - Heather update by line item. Make sure everyone knows how to fill out forms for reimbursement.

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

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