

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

Attending Committee Members & Liaisons: Amanda Black, Heather Churchill-Voorhees, Brynna Connors, Bonny Elder, Morgan Kimmel, Lana Marchitelli, Heather Oles, Kristen Rumble, Beth Visser, Andy Williams (TC), Christine Samek-Yonge

Non-Attending Committee & Liaison Members: Dorrie Batten, Vicki Hearst (WGC), Colleen Williams

AGENDA:

1. Event rentals - Discuss The Event Specialists items and locations. Confirmed using yard games from residents and community room. Hand sanitizer at each station to be managed by volunteers. Duo performers confirmed to perform 3 times that evening between 7-9pm. 2 check-in tables at the front entrance with wristbands for all guests.
2. Mailer - Elegant deer theme, updated Town mailing list with 1,135 addresses from Town admin received. Print and mailed the first week of November. 2 banners with sponsors. Table toppers (8.5x11) with sponsor info. No hanging banners or social media advertising for the event since it's just for our small Town of 1,135 homes.
3. Santa - roaming during the evening (volunteer), WPD escort to town hall, hand out candy canes, collect Letters to Santa (pre-printed form letter and envelopes (PO operation Santa), large mail box for letters on back patio of town hall.
4. Food Trucks - Town approved vendor list confirmed and 3 trucks chosen. Tamale Company, Rolling Dough, Lee's Famous Cheesesteaks. Set up location same as years past. No charge for food truck vendors. Face trucks in a circle towards back walkway with luminary bags on walkway.
5. DJ - same DJ as last year. Booked and deposit made. Play more Christmas music this year. Coordinate games for the kids again. Play music for the duo performers. Discuss colors and his set up with lights. Coordinate with large screens (images).
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. Black tablecloths, fairy white lights, candles, 2 White trees, 3 deers, white batting, lights, etc. Use town hall Christmas tree for photo backdrop with photo booth. Luminary bags with electric lights for walkway to food trucks. Costco lights for Tims and Brewery tents.
7. Balloons - Tabitha's balloons for 2 balloon towers out front of town hall.
8. Beverages - small waters (FL ski school sponsor), non-alcoholic punch, hot chocolate, coffee (Paloma sponsor). Have volunteers serve all beverages. Purchase non-styrofoam cups.
9. Desserts & Apps - NBC 400 bundtinis (Rotary sponsor), cookies and full sheet cake by Melinda Mincey. 150 Charcuterie boxes for adult section (Lakeside sponsor). Plates and napkins. Have volunteers hand out all apps and desserts. Small white plates and napkins.
10. Wine and Beer - Tim's selling wine and beer. Windermere Brewery setting up tent for samples/tasting only. Charcuterie boxes, NBC and waters at table by this section of the event.
11. Letters to Santa - Table and mailbox for event on back patio of town hall. At same table at deer craft for kids. Set up by face painter. (Premier Med sponsor).
12. Student Volunteers - 26 needed evening of the event. Contact Olympia and Gotha honor societies and Town WAY committee for volunteers. Wear black shirts. Deer headbands and light up ornament necklaces for each volunteer. Volunteers are offered 5 hours of community service. Appx hours are 5:45 - 10pm. Pizza dinner offered during in-service at 6pm. Mandy is town council liaison for the WAY committee. Let volunteers know kids need wristbands to get onto slides, etc.
13. Charity - One Heart for Women and Children charity chosen - set up table and large boxes for donations to coincide with WPD.
14. Public Works - PW helping similar to 2019 HH event. Assist with event set up and clean up. Add white lights to Christmas style trees around Town Hall and oak tree by the bathrooms? Make sure bathrooms are clean and stocked for the evening.
15. Wristbands - 2 check-in tables with wristbands. 6 private event signs for front and perimeter of town hall grounds.
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