



COMMUNITY ACTIVITIES COMMISSION
April 7, 2020
LEEPER CENTER – 3800 WILSON AVE.

AGENDA

1. Call to Order
 - a. Town of Wellington is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/868153317>

Meeting ID: 868 153 317

Or by Phone:

+1 669 900 9128 US (San Jose)

Meeting ID: 868 153 317
2. Public to be Heard on Non-Agenda Items
3. Approval of Minutes
 - a. Draft Minutes
4. Treasurer's Report
 - a. March Financial Report
5. Action Items / Discussion Items
 - a. Town of Wellington Communication to Community Activities Commission.
 - b. Community Activities Commission event management.
 - c. Community Activities Commission Event Spending
 - d. Continue Weekly Work Session - Better Communication.
6. Events Updates
 - a. Easter Egg Hunt

- a. Event Notification
 - b. Logistics Plan
- b. Fishing Derby
 - a. Cancellation/Postpone
Logistics Plan
- c. 4th of July
 - a. Cancellation/Postpone
Logistics Plan
- 7. Adjourn
- 8. Yearly Events
 - a. Easter Egg Hunt - April 11, 2020
Fishing Derby - May 16, 2020
4th of July Parade, Festival & Car Show
Halloween Costume Contest - October 31, 2020
Veteran's Event - November 7, 2020
Parade of Lights - December 5, 2020

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting the Deputy Clerk at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.



Community Activities Commission Meeting

Date: April 7, 2020

Submitted By:

Town of Wellington is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/868153317>

Subject: Meeting ID: 868 153 317

Or by Phone:

+1 669 900 9128 US (San Jose)

Meeting ID: 868 153 317

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: April 7, 2020
Submitted By:
Subject: Draft Minutes

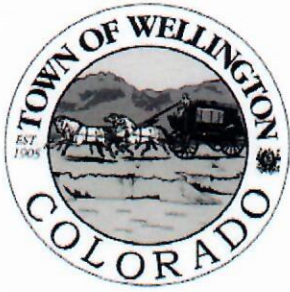
EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. March Minutes



Town of Wellington Community Activities Commission Agenda

Meeting scheduled for March 3, 2020

5:30-6:00 Working Session

6:00-7:00 meeting

Meeting Location

Leeper Center

1. Call to Order 5:47
2. Minutes – Approve Previous Meetings Minutes (January & February)
 - January minutes need to be changed before approval
 - February: Board terms end in January
 - Minutes are to be sent to Michelle who will post them on the Town website
3. Treasurer's Report
 - A. Diana Report update on budgets One \$100 miscellaneous post in February; NAPA has not submitted check, Brian will follow up
 - Early fall will need to submit CAC budget amendment re: sponsorships, and money was spent
4. Business/Event report
 - A] Special Event permit (Michelle) All permits have been submitted for EEH and Fishing Derby
 - 1) Easter Egg Hunt
 - Will have pre-made baskets, limit of \$10 for participants
 - Senior Center is providing cookies, Dominos pizza (need more visibility for snack station)
 - Richard: coolers for lemonade, canopies, tables, chairs available if needed
 - Kiwanis will get stuffed animals from WFD
 - Town is hiring professional photographer for staged publicity photos
 - Thank you will be in N40N
 - 4 H groups will volunteer
 - 2) Fishing Derby
5. Easter Egg Hunt
 - a. Harvest Farm has approved use for Easter Egg Hunt
 - b. Sub-Committee
6. Fishing Derby
 - Update on event Richard will meet w/PAB re: their participation
 - State Farm is providing coffee and donuts
 - Kiwanis is providing hot dogs, chips and water
 - Richard will talk w/ Jim from Parks re: when to have fish delivered and the aerator
7. 4th July event sub-committee
 - Parade will begin at 10, as always

Will have 2 bounce houses, one climbing wall and attendants for each, must be ready by 11 AM

Under consideration: whether to limit vendors to food, music and the car show; where to park cars along Harrison?

Where to locate vendors

a. Michelle update CAC

8. Volunteer Coordinator Report – Natalie Triplett

9.. Adjourn 6:48

Next meeting April 7, 2019

** Three or more Town Board Members may be present**

2020 events

Easter egg Hunt April 11, 2020

Fishing Derby 16 May 2020

July 4 Parade, Car show

Halloween Costume Contest 31 October 2020

Veteran's Event 7 November 2020

Parade of Lights 5 December 2020



Community Activities Commission Meeting

Date: April 7, 2020

Submitted By:

Subject: March Financial Report

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. April Financial Report

2020 CAC Financial Report 4/7/2020

	Budget Expenses 2019	Actual Expenses 2019	Budget Expenses 2020	Actual Expenses 2020
Valentine's Day Dance-Cancelled				
Decorations	\$100.00	\$18.49	\$0.00	
Food	\$200.00	\$146.63	\$0.00	
Caller	\$300.00	\$156.50	\$0.00	
Thank you Fire Dept.		\$180.00	\$0.00	
	\$600.00	\$501.62	\$0.00	\$0.00

Easter Expenses				
Advertise with a Follow-up	\$150.00	\$360.00	\$400.00	
Banner & Signs	\$50.00	\$68.78	\$100.00	
Face Paint & tools	\$150.00	\$314.70	\$350.00	
Napkins, Cups & Punch	\$100.00	\$64.96	\$100.00	
Cookies & Punch	\$200.00	\$80.46	\$150.00	
Plastic eggs & candy/prizes- 8000	\$1,190.00	\$1,581.13	\$1,500.00	
Port-A-Potties	\$500.00	\$375.00	\$1,125.00	
Bunny Costume	\$60.00	\$59.07	\$60.00	\$55.00
Thank you Harvest Farm	\$75.00	\$35.51	\$75.00	
4-H Volunteers		\$100.00		
	\$2,475.00	\$3,039.61	\$3,860.00	\$55.00

Fishing Derby				
Fish	\$1,000.00	\$1,000.00	\$1,100.00	
Advertising			\$200.00	
	\$1,000.00	\$1,000.00	\$1,300.00	\$0.00

Neighborhood Pride/Cleanup Day - Spring - Cancelled				
Electronic Recycle/Shredding	\$250.00	\$52.05	\$0.00	
Centralized Trash removal (Dumpster Di	\$900.00	\$0.00	\$0.00	
Advertising	\$250.00	\$140.00	\$0.00	
	\$1,400.00	\$192.05	\$0.00	

4th of July				
Banner & Signs	\$250.00	\$140.00	\$250.00	
Rent of 5 Inflatables & 5 employees	\$4,000.00	\$2,350.50	\$4,000.00	
ASCAP License Fee	\$50.00	\$50.00	\$50.00	
Bands	\$500.00	\$450.00	\$500.00	
Announcer & Judges	\$300.00	\$120.00	\$300.00	
Food vouchers/T-shirts	\$500.00		\$500.00	

4th of July - Continued	Budget Expenses 2019	Actual Expenses 2019	Budget Expenses 2020	Actual Expenses 2020
Decorations, prizes, day of event stuff	\$400.00	\$29.88	\$400.00	
Generator / Water Truck (vendor provided)	\$700.00		\$700.00	
Trash & Port-A-Potties	\$3,050.00	\$2,440.75	\$3,050.00	
Traffic Control	\$4,000.00	\$2,260.00	\$4,500.00	
Beer Garden Insurance (1/2 of total)	\$500.00	\$4,200.00	\$500.00	
Trophies for parade - 9	\$350.00		\$350.00	
Ice Cream, etc	\$700.00	\$270.00	\$0.00	
To Fishing Derby for Fish 4/2/19	-\$500.00	\$538.20		
Golf Cart (2)			\$200.00	
Car Show		\$100.00	\$4,000.00	
	\$14,800.00	\$12,949.33	\$19,300.00	\$0.00

Summer Months (3) - Cancelled				
Movies/Music	\$1,500.00	\$870.00	\$0.00	
Food & Drink supplies	\$200.00	\$40.68	\$0.00	
Advertising	\$200.00		\$0.00	
	\$1,900.00	\$910.68	\$0.00	\$0.00

Neighborhood Pride/Cleanup Day - Fall - cancelled				
Electronic Recycle/Shredding	\$250.00		\$0.00	
Centralized Trash removal (Dumpster Divert)	\$900.00		\$0.00	
Advertising	\$250.00		\$0.00	
	\$1,400.00	\$0.00	\$0.00	\$0.00

Veterans Events- New				
Food	\$400.00	\$551.06	\$400.00	
Advertising	\$400.00	\$320.00	\$400.00	
Flags	\$100.00	\$41.64	\$100.00	
Soldier plaques/appreciation gifts	\$500.00	\$175.00	\$500.00	
Misc. items,, decorating	\$700.00	\$14.99	\$700.00	
Fishing Derby for fish 4/2/19	-\$500.00			
	\$1,600.00	\$1,102.69	\$2,100.00	\$0.00

Halloween Costume Contest				
Prizes purchased	\$250.00	\$157.04	\$250.00	
Advertising	\$200.00	\$395.16	\$200.00	
	\$450.00	\$552.20	\$450.00	\$0.00

Budget Expenses 2019	Actual Expenses 2019	Budget Expenses 2020	Actual Expenses 2020
----------------------------	-------------------------	----------------------------	----------------------------

Christmas Parade			
Thank You Gift - Dee and judges	\$300.00	\$125.00	\$300.00
Parade Winners	\$300.00	\$225.00	\$300.00
Advertising	\$300.00	\$140.00	\$360.00
Traffic control	\$4,000.00	\$0.00	\$4,200.00
	\$4,900.00	\$490.00	\$5,160.00
		\$5,160.00	\$0.00

MISC			
Lincense Fee	\$0.00		\$0.00
Banner Replacement	\$500.00		\$500.00
Newspaper Ad for Open Position	\$200.00		\$200.00
Social Media Maintenance	\$240.00		\$240.00
CAC Volunteers			\$100.00
Folding Tables/Canopies		\$1,113.91	\$500.00
Event Fee			\$300.00
	\$940.00	\$1,113.91	\$1,740.00
		\$1,740.00	\$100.00

Grand Total			
	\$31,465.00	\$21,852.09	\$33,910.00
		\$33,910.00	\$155.00

Town Break down on their books

Car Show - #5190	\$4,000.00
CAC Programs - #5192	\$25,410.00
Traffic & Crowd Control - #5193	<u>\$4,500.00</u>
for the Christmas parade	
	\$33,910.00



Community Activities Commission Meeting

Date: April 7, 2020

Submitted By:

Subject: Town of Wellington Communication to Community Activities Commission.

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: April 7, 2020

Submitted By:

Subject: Community Activities Commission event management.

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: April 7, 2020

Submitted By:

Subject: Community Activities Commission Event Spending

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: April 7, 2020

Submitted By:

Subject: Continue Weekly Work Session - Better Communication.

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: April 7, 2020
Submitted By:
Subject: Easter Egg Hunt

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: April 7, 2020
Submitted By:
Subject: Event Notification

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: April 7, 2020
Submitted By:
Subject: Logistics Plan

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Easter Logistics as of 4-2-20

Easter Egg Hunt

Description	Agency Vendor	Responsible Person	Type	Place Order Date	Delivery Time	Qty	Delivery Date	Pick-Up Date
Buy Cookies - Buy and get reimbursed	Seniors	Dorothy		4/8/2020				
Advertising - 30 days/10/2	Town	Kacy		2/28/2020				
New ads, social media, flyers - businesses, banners	Town	Kacy		2/28/2020				
Banner	Town	Kacy		3/5/2020				
Thank you Flyer	Town	Kacy		4/24/2020				
Some Business Attend	CAC	Linda		3/15/2020		TBD		
In-Kind Sponsors (Baskets, Bikes)	CAC	Linda	Donations	March-April		TBD		
Chamber Involvement - Prizes	Linda's Committee	Linda		March-April		100		
Order Eggs	Town	Michelle	Order	12/1/2019				
Bunny Costume	Town	Michelle	Credit Card Order	2/20/2020				
Permit	Town	Michelle		2/28/2020				
Fire Permit	Town	Michelle		2/28/2020				
Town Permit	Town	Michelle		2/28/2020				
Photographer	Town	Michelle		3/9/2020				
Cups	Town	Michelle		4/8/2020		TBD		
First Aide Kit	Town	Michelle		4/8/2020		1		
Napkins	Town	Michelle		4/8/2020		TBD		
Fire Extinguishers	CAC	Michelle		4/8/2020		2		
Porta Potties	Town	Michelle		4/10/2020		2		
Site Plan	CAC/Town	Michelle/Richard		2/28/2020				
Canopy & Weights	Town	Public Works	Work Requests	3/9/2020	Before End of Day	3	4/10/2020	4/13/2020
Caution Tape	Town	Public Works	Work Requests	3/9/2020	Before End of Day	2	4/10/2020	4/13/2020
Chairs	Town	Public Works	Work Requests	3/9/2020	Before End of Day	15	4/10/2020	4/13/2020
Tables	Town	Public Works	Work Requests	3/9/2020	Before End of Day	6	4/10/2020	4/13/2020
Trailer - Add Tongue Lock	Town	Public Works	Work Requests	3/9/2020	Before End of Day	1	4/10/2020	4/13/2020
Location (Approval)	Harvest Farms	Richard		2/28/2020				
Banner Placement and Removal	CAC	Richard		3/10/2020				
Volunteer Recruitment - 4H Clubs	4H	Richard		3/15/2020				
Gift Cards	In-Kind	Richard	Donations	3/15/2020		TBD		
Drink Coolers	CAC	Richard		4/8/2020		2		
Signs - Age Group Signs	CAC	Richard		4/8/2020		TBD		
Punch	CAC	Richard		4/8/2020		TBD		
Appreciations - Harvest Farms - Root Beer Floats	CAC	Richard		5/14/2020				
Dominos	CAC	Richard/Linda		3/15/2020				
Volunteer to wear the costume	CAC	Steve		4/11/2020				
Cleanup-up	CAC	Volunteers		4/11/2020				
Tickets for Eggs	CAC	Richard						
Place Tickets in Eggs	CAC	Richard						



Community Activities Commission Meeting

Date: April 7, 2020
Submitted By:
Subject: Fishing Derby

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: April 7, 2020
Submitted By:
Subject: Cancellation/Postpone

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: April 7, 2020
Submitted By:
Subject: Logistics Plan

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Fishing Derby Logistics as of 4-2-20

Fishing Derby

Description	Agency/Vendor	Responsible Person	Type	Date	Set-Up Time	Qty	Open Up or Pick up Date	Open-u
Flyer Made - Coordinate with PAB + Rec Dept.	PAB + REC DEPT.	Kacy		3/15/2020				
First Aide Kit	Town	Michelle	Pick Up	5/15/2020				
Porta Poties	Town	Michelle	Order	2/1/2020	5/15/2020	1		
Trustees Come out and Volunteer	Town	Michelle	Email Trustees	3/10/2015				
Fire Extinguishers	Town	Michelle		5/8/2020				
Canopies & Weights	Town	Public Works	Work Request	5/15/2020		3		
Chairs	Town	Public Works	Work Request	5/15/2020		15		
Town Grill	Town	Public Works	Work Request	5/15/2020				
Tables	Town	Public Works	Work Request	2/15/2020		3		
Trailer	Town	Public Works	Work Request	2/15/2020				
Recreation Tent	Town	Recreation	Bryan	5/16/2020				
\$1000 in fish = 240 Fish, 230 - 8-10lbs., 5 big ones. Stock 1.5 weeks prior to event	CAC	Richard		2/1/2020	5/5/2020			
Assemble; line, hooks, tape, bobbers, weights	Kiwanis	Richard		2/1/2020				
Assistance with Fishing	PAB/Kiwanis	Richard		5/16/2020				
Gifts from Scheels \$100 worth	CAC	Richard		3/1/2020		TBD		
Make "No Fishing" Flyers	CAC	Richard		5/5/2020		One Stack		
Order Poles State Funding/Wildlife + Parks	CAC	Richard		1/1/2020		100 Poles		
Sponsorship Scheels Paperwork	PAB	Richard		2/15/2020				
Volunteer Kiwanis - Fish Cleaning Assistance	Kiwanis	Richard		5/16/2020				
Wildlife manager (Pepper is the contact)	CAC	Richard		5/16/2020				
Water Donation - Kiwanis	Kiwanis	Richard		5/16/2020				
JAX Donation - Worms	CAC	Richard		2/25/2020		TBD		
Meet with PAB, REC, TOWN, KIWANIS	CAC/PAB	Richard/Eric		1/15/2020				
Volunteer Coordinating	Town	Michelle						



Community Activities Commission Meeting

Date: April 7, 2020

Submitted By:

Subject: 4th of July

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: April 7, 2020
Submitted By:
Subject: Cancellation/Postpone

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None



Community Activities Commission Meeting

Date: April 7, 2020
Submitted By:
Subject: Logistics Plan

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. 4th of July Logistics Plan as of 4-2-20

4th of July												
Description	Category	Responsible Person/Party	Agency/Vendor	Contact	Contact Number	Email Address	Deadline	Date	Set-Up	Qty	Open Up Pick up	Open Up
Registration Form - Web/Improve	Event	Bryan	Town of Wellington									
First Aid Booth/Water Station	Festival	Bryan	Town of Wellington	Michelle								
Registration Fees - Vendors	Festival	Bryan	Recreation/CAC									
Registration Fees -- Parade	Parade	Bryan	Recreation/CAC									
Recreation Booth	Parade	Bryan	Recreation									
Online Orders/Pay Online	Event	Bryan/Shirrell	Recreation									
Parade Theme	Parade	CAC	CAC									
Schedule of Events	Event	Kacy	Town of Wellington									
No Smoking Signs	Festival	Kacy	Town of Wellington									
Advertising/Marketing (flyers, social media, banners, etc)	Event	Kacy/Michelle	Town of Wellington	Kacy Lobato								
Porta Potties (ADA accessible)	Festival	Kallie/Kelly H?	Town of Wellington							8		
Grand Marshall selection	Parade	Linda	CAC							1		
National Anthem Singer	Parade	Linda										
Schedule Marine Core League	Parade	Linda										
Water for Volunteers	Parade	Linda										
Ice Chests	Parade	Linda										
Bounce House - Blaster Bouncer	Festival	Linda/CAC	CAC		7207320330	denver.balsterbouncer.com				4		
Awards	Parade	Linda/CAC	Finish line									
Judges - Parade	Parade	Linda/CAC	Linda/CAC							9		
Parade - Staging	Parade	Linda/CAC	CAC							3		
Parade Announcers	Parade	Linda/CAC	Linda							2		
Registration Table Volunteers	Parade	Linda/CAC	CAC							4		
Town Float with Chamber (Main Street)	Event	Linda/Kallie Cooper?	Main Street									
Fire Department Requirements - Vendors Include on Form	Event	Michelle	Town of Wellington									
PA System/ Speaker Rental	Event	Michelle	Town of Wellington									
Volunteer Coordination	Event	Michelle	Town of Wellington									
Permits - ASCAP License	Event	Michelle	Town of Wellington									
Permits - Fire	Event	Michelle	Town of Wellington									
Permits - Police	Event	Michelle	Town of Wellington									
Permits - Railroad	Event	Michelle	Town of Wellington									
Permits - State	Event	Michelle	Town of Wellington									
Permits - Town	Event	Michelle	Town of Wellington									
Rent Terrorist proof barriers	Event	Michelle	Town of Wellington									
Liquor License	Festival	Michelle	Town of Wellington									
Swag Bags	Festival	Michelle	CAC							100?		
Judge Identification Vests	Parade	Michelle										
Volunteer Aprons	Town	Michelle										
Jr . Sheriff	Parade	Michelle	Sheriff Dept	Mike Rairdon?								
Ice Cream Sandwiches	Festival	Michelle	Town of Wellington							\$700		
Layout - Measure Main Street	Car Show	Michelle, Richard, Tony	Car Show & Town									
No Parking Signs - Soul Squared & Town Hall	Car Show	Public Works	Town of Wellington									
Coordinate closed roads; downtown neighborhoods, Cleveland, 1st St - Wellington Blvd.	Event	Public Works	Carnes/Town							5-6am		
Road closed sign	Event	Public Works	Town of Wellington									
Trash - More Trash Cans	Event	Public Works	Town of Wellington							TBD		
Tables and Chairs	Festival	Public Works	Town of Wellington									
Cord Covers - Bounce House	Festival	Public Works	Town of Wellington									
Cord Covers - Bounce House	Festival	Public Works	Town of Wellington									
BBQ Grills	Pancake Breakfast	Public Works	Town of Wellington									
Traffic Control - Carnes	Event	Public Works	Town of Wellington									
Grills for Pancake Breakfast (Filling Station)	Festival	Public Works	Filling Station	Jennifer Griffin						3		
Announcing Stand	Parade	Public Works - work orde	Town of Wellington	Jenny Jones						1		
Golf Carts (Richard Pick-up)	Event	Richard	CAC							2		
Vests	Event	Richard	CAC									
Landmark Security (ID checks - only if beer garden)	Festival	Richard	Landmark Security							4		
Payments -- Bands (check day of)	Festival	Richard	CAC									

Payments -- Bounce House (check day of)	Festival	Richard	CAC									
Horse Poop Cleaners	Parade	Richard	Volunteers							2		
Monitors For No Candy Throwing Rule.	Parade	Richard	Jr Sherriff/Harvest Farms							10		
Vehicle Numbers for Parade	Parade	Richard	CAC									
Organize Parade	Parade	Richard/Linda	CAC									
Parade Registration Booth (2)	Parade	Richard/Linda	CAC									
Booth Signage	Festival	Shirrell	CAC									
Celebration Supplies	Festival	Shirrell	CAC									
Layout of Park	Festival	Shirrell	CAC									
New Vendor Form - + Fees - \$40 Include Quiet Generator	Festival	Shirrell	CAC									
Order Hay Bale	Festival	Shirrell	CAC									
Toilet Paper	Festival	Shirrell	Gallegos							TBD		
Vendors - All vendors to be ready and set up	Festival	Shirrell	CAC		970-310-1492			Day of Event 9:45 am				
Vendors - Allocate remaining Vendor spots for general public	Festival	Shirrell	CAC		970-310-1492			Completed by June 10th				
Vendors - Allocate vendor spots for early birds remember to place vendors on Business serving side of streets	Festival	Shirrell	CAC		970-310-1492			April 10th				
Vendors - Arrive to start allowing large trucks/trailers to park	Festival	Shirrell	CAC		970-310-1492			Day of Event 5:00 am				
Vendors - Check in with Fire Department on any new Requirements CAC set up meeting if they request	Festival	Shirrell	CAC		970-310-1492			January				
Vendors - Close registration for Vendors	Festival	Shirrell	CAC		970-310-1492			When full or by May 31st				
Vendors - Concerts Start	Festival	Shirrell	CAC		970-310-1492			Day of Event 11 am - 5 pm				
Vendors - Cut off large truck trailer parking	Festival	Shirrell	CAC		970-310-1492			Day of Event 7:00 am				
Vendors - Early Bird reminder Email Previous year Vendor's	Festival	Shirrell	CAC		970-310-1492			January				
Vendors - Early departing vendors	Festival	Shirrell	CAC		970-310-1492			Day of Event 2:00 pm				
Vendors - Establish Hours of operation, set up take - down time lines (Large trailers and Food trucks first)	Festival	Shirrell	CAC		970-310-1492							
Vendors - Event opens	Festival	Shirrell	CAC		970-310-1492			Day of Event 10:00 am				
Vendors - get CAC approval of mapping	Festival	Shirrell	CAC		970-310-1492			January				
Vendors - Measure street space and lay out map of allowable booths	Festival	Shirrell	CAC		970-310-1492			January				
Vendors - Meet with road crew to let them know what areas need no parking signs	Festival	Shirrell	CAC		970-310-1492			July 3rd 5 pm				
Vendors - Meet with vendors that want to deliver trucks/trailers night before	Festival	Shirrell	CAC		970-310-1492			July 3rd Evening 6-8 pm				
Vendors - Open up registration to general public	Festival	Shirrell	CAC		970-310-1492			April 11th				
Vendors - Screen Early Bird applications and check with town to verify proper licenses	Festival	Shirrell	CAC		970-310-1492			April 1 - 10th				
Vendors - Screen General Public applications and check with town to verify proper licenses	Festival	Shirrell	CAC		970-310-1492			June 1st - June 10th				
Vendors - Send looking forward to seeing you tomorrow email to all approved assigned vendors	Festival	Shirrell	CAC		970-310-1492			July 3rd Evening				
Vendors - Send out Early bird email with all pertinent information, online link, and any required licenses (Town)	Festival	Shirrell	CAC		970-310-1492			March 1-7th				
Vendors - Send out email with map, booth number and location, and any need to know info	Festival	Shirrell	CAC		970-310-1492			July 1st				
Vendors - Send out Welcome/approval letter to early birds	Festival	Shirrell	CAC		970-310-1492			April 10th				
Vendors - Send out Welcome/approval letter to general public	Festival	Shirrell	CAC		970-310-1492			June 11th				
Vendors - Set deadline date for early bird & regular registrations request code online for early birds	Festival	Shirrell	CAC		970-310-1492			April 1st Deadline				
Vendors - Spray vendor locations with numbers leave two feet between booths per Fire Department	Festival	Shirrell	CAC		970-310-1492			July 3rd Evening 5-6 pm				
Vendors - Submit approved CAC application to Brian with Parks to upload	Festival	Shirrell	CAC		970-310-1492							
Vendors - Vendors packed up, check outand leave	Festival	Shirrell	CAC		970-310-1492			Day of Event 5:00 pm				
Vendors- Set dead line for Grab Bags extras to be delivered to chosen location	Festival	Shirrell	CAC		970-310-1492			June 20th				
Volunteer Lunch	Festival	TBT	CAC									
Car Show	Car Show	Tony	Tony									
Car Show Layout	Car Show	Tony	Car Show & Town									
Car Show Raffle Board	Car Show	Tony	Tony/Michelle									
Judges - Car Show	Car Show	Tony	Tony							9		
Registration Fees - Car Show	Car Show	Tony	Tony									