

PVEF Meeting Agenda

Wednesday, November 29th 2023, 12:00 p.m.
City Hall – Paradise Conference Room, 911 N. 7th Ave



AGENDA

1. Introductions/Welcome
2. Review 2023 Event- Use feedback from last year to discuss suggestions for improvement
3. Determine where and when the Fair will be held, including a backup option.
 - a. Select even date for the Fair (Action Item)
 - b. Select location for the Fair (Action Item)
 - c. Select backup location for the Fair (Action Item)
4. Discuss and fill roles
 - a. Minutes taker (Action Item)
 - b. Website- Work with Rick Satterfield in IT
 - c. Booths- Manage all exhibitors who sign up. Prefer exhibitors to have a hands-on exhibit
 - d. Sponsors - Send requests and reminders to previous sponsors
 - e. Publicity/Media- Creating PSAs, posters, flyers, Facebook, Radio and TV interviews, ISJ, The Bengal
 - f. Kids' Activities- Educational games/themed activities
 - g. Entertainment (music and sound system)- Sound system: Mike Engel?, Previous bands: The Luddites, Sons of Bannock, Heather and Dan
 - h. Volunteers- Get volunteers signed up and organize them to help where needed
 - i. Tee Shirts/Stickers - design, pricing
 - j. Food/ Drink- water, hotdogs, fries, ice cream, food trucks?
 - k. Contests- poetry, upcycled fashion, sculpture, passport raffle?
 - l. Recycling/Composting/Trash
5. Review sponsor, volunteer, and vendor forms
6. Review last year's finances and this year's financial goals
7. Discuss attendees' schedules to plan when future meetings will take place (Action Item)
8. Delegate tasks for next meeting

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2023 Portneuf Valley Environmental Fair: www.envirofair.org

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