



EVENTS WORKGROUP MEETING NOTES

DATE

- Tuesday, 7/17/2018

ATTENDANCE

- Workgroup members
 - Armando
 - Elliot
 - Dawn
 - Ani
 - Jill
 - Wren

7/17 AGENDA

- Welcome & check-in & meeting guidelines
- Agenda review and additional items
- 50th birthday block party – task and status report
 - Permits
 - Production
 - Promotions
 - Hospitality
 - Outreach
 - After-party
 - Volunteer support
- Assign next tasks
- Next scheduled workgroup meeting
- Additional workgroup meeting in July
- Opens and next meeting details
- Adjourn

50th BIRTHDAY BLOCK PARTY | TASK LIST & STATUS REPORT

PERMITS

TASK	STATUS	RESPONSIBLE	NOTES
Neighbor notification	Complete	Molly / Kipp	Buckman Neighborhood Association – complete. Neighboring businesses signature form – complete. Gym says it's fine to put food vendors in their parking lot.
Street plans	Complete	Jill	Traffic, site and event plans
Community Event / Nonprofit Street Closure Permit	Complete	Jill	Community Event Permit has been approved by City of Portland – PBOT. Permit fee has been paid. Permit, no parking bags and other event materials were sent in the mail 7/3.
Traffic plan	Complete	Jill	Approved by Portland Bureau of Transportation – PBOT
Fire Marshall Permit	Complete	Jill	Permit fee paid. Receipt received. Emailed event/site plan. Feedback from Faire Marshall: need to cap beer garden at 96 people (rather than 120 people)
Noise Control Permit	Complete	Jill	Permit application is complete and payment has been submitted. The person in the Noise Control office is still processing July permits. KBOO will receive permit by mail/email at least 10 days prior to event.

OLCC Permit	Complete?	Dawn/Ani/Jill/ Cider Riot	Cider Riot will hold the needed OLCC permit to serve cider and Hopworks beer. If KBOO needs its own permit, they must to designate KBOO alcohol monitors – preferably staff or other people close to KBOO. Once names have been added to the application it can be submitted. Submit to PBOT first then OLCC. Jill will confirm with OLCC.
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INSURANCE

TASK	STATUS	RESPONSIBLE	NOTES
Certificate of Insurance	Complete	MacRae/Jill	Naming the City of Portland as additional insured no less than \$1 million

SAFETY

TASK	STATUS	RESPONSIBLE	NOTES
<i>Contract Security Company</i>	Complete	<i>Kipp</i>	KBOO received quote/contract. <i>Del will sign and return to Kipp to return to MES - the security company</i>
Barricades and street closure signs	Complete	Jill	Secured “Block Party Package” – containing approved barricades, signs and lights – required per the Traffic Control Plan. Self-serve pick up on Friday (pickup truck) drop off on Monday, 8/13
Beer garden wristbands and cups	Incomplete	Volunteer?	Source and obtain 250 Tyvek wristbands (for 21+ guests)

PRODUCTION

TASK	STATUS	RESPONSIBLE	NOTES
Book performers	Complete	Kipp	The last performer has been booked. If there is extra money in the budget, Kipp has requested additional funds to compensate performers
Finalize schedule / line-up	Complete	Kipp	Line-up is ready for publication in all event promotions
<i>Stage and sound platform rental</i>	<i>In progress</i>	<i>Jill</i>	<i>24' x 20' stage with adjustable height (4' x 8' risers) – include steps, no skirt. Delivery and setup required. Request formal quote and rent stage</i>
<i>Shade tents for stage and sound platform and beer garden and social/rest area</i>	<i>In progress</i>	<i>Jill</i>	<i>Delivery and setup required</i>
Sound requirements	Complete	Kipp	Meet with Engineer Tom to determine what KBOO can provide. Additional equipment required will be rented
Schedule live broadcast – 90.7FM	Complete	Kipp	Tom has been advised about 8/11 and has marked the event in his calendar
Sound rentals	Complete	Kipp	Received quote from Platinum Records and Sound. Reserved sound equipment for 8/11. Kipp and Jill will pick up equipment on Friday 8/10 and return on Monday, 8/13

<i>Generator(s)</i>	<i>In progress</i>	<i>Jill</i>	<i>Determine power required for stage and sound equipment. Request quote and rent generator(s). Inquire about a 'Ground Locator'? The Party Pros can supply generator as part of the rental package</i>
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PROMOTION

TASK	STATUS	RESPONSIBLE	NOTES
Promotions plan	Complete	Kipp / Jill	Flyers and handbills, The Mercury, social media, KBOO website, KBOO newsletter, on air at 90.7FM
Promotions timeline	Complete	Jill	To assist KBOO in maximizing promotions exposure through multiple channels
Press release	Complete	Jill	Press release language #1 is complete and approved. Passed completed press release on to appropriate staff for distribution.
Event artwork	Complete	Elliot	Artwork being used for flyers, handbills, press release, social media, KBOO website
Promotions calendar	Complete	Jill	Determine when promotional materials need to be submitted and when the promotions will run
Produce flyers / handbills	Complete	Elliot / Kipp / Jill	Artwork is complete. Handbills to be complete 7/2 – printed at KBOO. Flyers to be complete 7/2 – printed by Phoenix Media. Promotional materials were ready to distribute during Blues Festival. Promotions are ongoing.



<i>Distribute flyers</i>	<i>In progress</i>	<i>Ani</i>	<i>Volunteers are posting flyers and handbills around Portland</i>
<i>KBOO Newsletter article</i>	<i>In progress</i>	<i>Jill / Becky</i>	<i>Jill submitted press release and artwork for the e-newsletter. Becky is out of the office until 8/1. Not sure where we are with this.</i>
Facebook event page	Complete	VJ	VJ to build event page. Jenka to manage Facebook event page.
<i>Social media posts</i>	<i>In progress</i>	<i>Elliot/ Jill / Jenka?</i>	<i>Artwork is complete, Jenka has included this event in social media communication planning</i>
On-air promotional spot	Complete	Jill/Erin	On-air spot to run starting 7/7/2018.
<i>Volunteer Identification</i>	<i>Incomplete</i>	<i>Elliot / Dawn</i>	<i>Elliot to size artwork for lanyard – identifying EVENT VOLUNTEER, EVENT STAFF</i>
<i>Paid advertising</i>	<i>In progress</i>	<i>Kipp / Becky / Jill</i>	<i>WW will match our \$. A \$500 ad will cost KBOO \$250. 1 week ad in Willamette week + 2 weeks ad in The Mercury. Jill to update press release and place advertising purchase. By 7/27.</i>

HOSPITALITY

TASK	STATUS	RESPONSIBLE	NOTES
<i>Food vendors</i>	<i>In progress</i>	<i>Armando / Ani / Kipp</i>	<i>Food vendors are completing the Vendor survey for rental requirements. Tables, chairs, generator, etc. Vendors will pay KBOO fees prior to 8/11 event?</i>
Other vendors	Complete	n/a	We have enough food vendors - Ani
Determine cider and beer details	Complete	KBOO staff / volunteers	Cider Riot will serve cider at the event. KBOO OLCC permitted volunteers to serve Hopworks beer (under Cider Riot permit)
<i>Transport beer kegs to event</i>	<i>Incomplete</i>	<i>?</i>	<i>Pick up kegs on Friday, 8/10. Deliver to Cider Riot. They will chill and provide jockey boxes to serve cold beer. KBOO volunteers needed to help transport beer and items to the Block Party from Cider Riot.</i>
<i>Rentals</i>	<i>In progress</i>	<i>Jill</i>	<i>Lights, tables, chairs, shade tents, Refuse receptacles. Obtain quote and contract rentals.</i>
<i>KBOO to provide – other supplies</i>	<i>Incomplete</i>	<i>Volunteer?</i>	<i>Cups (Jill and Armando) , trash/recycling bags, duct tape, table cloths, wrist bands, snacks for event volunteers? Other?</i>



<i>Honey Buckets</i>	<i>In progress</i>	<i>Armando / Jill</i>	<i>Bank of 4 honey buckets – or recommendation – to include 1 ADA unit. Quote has been received. Complete contract deposit(?) for rental. Requesting same day delivery and pickup rather than drop of Friday, pick up Monday. Permit only allows us to use the street until 11:59pm on Saturday, 8/11</i>
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COMMUNITY OUTREACH

TASK	STATUS	RESPONSIBLE	NOTES
<i>Non-KBOO outreach</i>	<i>In progress</i>	<i>Kipp / Jill / Adam / Ann</i>	<i>Who will oversee invitations? Print, email, social media? Who will develop table “requirements” – allotted space, KBOO amenities, etc.? Buckman Neighborhood Association, Ironside gym, other?</i>
<i>KBOO outreach</i>	<i>In progress</i>	<i>Ani</i>	<i>Table cloth? Outreach printed materials, membership materials, event banner, give-aways</i>
<i>KBOO souvenirs / sample KBOO merchandise and gear</i>	<i>Incomplete</i>	<i>Dawn ?</i>	<i>Order to distribute/display during the event Saturday, 8/11</i>

ACTIVITIES

TASK	STATUS	RESPONSIBLE	NOTES
Live Broadcast – 90.7 FM	Complete	Tom / Kipp	Tom has event date and times in his calendar and will schedule the appropriate support



<i>Recorded birthday messages for KBOO</i>	<i>Incomplete</i>	<i>Volunteer?</i>	<i>Guests can record messages in Studio 2. Hostedby Youth Collective?</i>
<i>Determine other activities</i>	<i>Incomplete</i>	<i>Kipp / Jill / Volunteer</i>	<i>Homecoming gathering, green screen photos, Album cover BINGO, music trivia, corn hole contest, face painting, Fuzzy Boo raffle.?</i>
<i>Supplies for activities</i>	<i>Incomplete</i>	<i>Volunteer?</i>	<i>Secure youth collective for event. Obtain supplies/vendors for activities – rent/borrow corn hole set(s), other? Fuzzy BOO?</i>
<i>Activity oversight</i>	<i>Incomplete</i>	<i>Ani / Volunteer?</i>	<i>Work with ani to recruit volunteers to set-up and monitor activities throughout the day.</i>

VOLUNTEER SUPPORT

TASK	STATUS	RESPONSIBLE	NOTES
<i>Volunteer Oversight Managers</i>	<i>Incomplete</i>	<i>Jill / Ani</i>	<i>Recruit volunteer managers – point people for assistance during the event. Volunteer managers will have full schedule of event and volunteer task assignments.</i>

Schedule	Incomplete	Jill / Ani	Determine shift times and volunteers needed. Recruit and finalize schedule of volunteers. Plan for no-show volunteers.
Pre-event preparation	Incomplete	Jill / Ani	Recruit volunteers. Train volunteers. Errand runners prior to the event – cups, wrist bands, duct tape etc.
Production	Incomplete	Kipp / Jill / Tom / Ani	Recruit volunteers, create volunteer task lists. Train volunteers. Stage managers, stage wranglers, Performer assistants, sound engineers
Promotions	In progress	Kipp / Jill / Ani	Flyers are being posted around Portland. Handibill are being left with neighbors and community members with a similar audience to KBOO/
Hospitality	Incomplete	Jill / Ani	Recruit volunteers, train volunteers. Greeters/attendance, Rental managers, food/beverage managers, honey bucket managers, ongoing cleanup, pre-event setup, post event cleanup and pack out
Outreach	Incomplete	Jill / Ani	Recruit volunteers – Board members? Train volunteers to serve as Ambassadors for KBOO table, lobby greeters, tour-of-the-station guides.
EVENT VOLUNTEER / STAFF identification	Incomplete	Ani / Dawn	Lanyards or something so guests and others can identify Event Volunteers. Price qty. 75?

AFTER PARTY

TASK	STATUS	RESPONSIBLE	NOTES
Venue	Complete	Kipp	Ron Toms has been secured for the after party
<i>Promotions</i>	<i>In progress</i>	<i>Kipp / VJ / Jill</i>	<i>Kipp to work with VJ to create Facebook Event page and other promotions for the after-party</i>
Entertainment	Complete	Kipp	<i>DJs have been secured for the after party</i>
<i>KBOO supplies</i>	<i>Complete</i>	<i>Kipp</i>	<i>Bring-your-own turntables to Ron Toms. Kipp will borrow needed equipment from a friend. KBOO bucket for donations</i>

BUDGET

TASK	STATUS	RESPONSIBLE	NOTES
<i>Sponsorships</i>	<i>In progress</i>	<i>Armando / Jill / Adam / Eric</i>	<i>Jill developed language and materials to solicit sponsorships. Crickets.</i>
<i>Rental quotes</i>	<i>In progress</i>	<i>Jill / Kipp</i>	<i>Quote, evaluate, determine vendor(s) and complete contracts. To be complete by Thursday, 7/19</i>



Permit fees	Complete	Jill	Only waiting for Noise Control receipt. Noise control office is still working on July permits
<i>Budget</i>	<i>In progress</i>	<i>Jill</i>	<i>Budget numbers are on track. There are savings in some areas – which will cover the cost of the honey buckets, left off the original Budget. Jill will send budget update the week of 7/22.</i>

OPENS & NEXT MEETING DETAILS

- Next meeting
 - Final workgroup meeting before the event
 - Date
 - Tuesday, 7/31
 - Time
 - 6:00pm – 7:30pm
 - Location
 - KBOO – 20 SE 8th Avenue
 - Studio 1