

PVEF Meeting Agenda

Wednesday March 18th, 2020 12:00 - 1:00 p.m.
City Hall - Iwamizawa Conference Room



Agenda

1. Introductions/Welcome
2. 2020 Event Date and location
 - a. Date/Time/Place: April 18th, 2020 11-3PM @ Caldwell Park
 - b. Backup location: Museum of Clean
3. List of Responsibilities and Associated Chairs for the Event
 - **Overall Committee Chair** Jenna
 - **Website** – Work with Rick Satterfield in IT. Jenna
 - **Exhibitors** – Manage all exhibitors who sign up. Jenna
 - **Sponsors** – Sends requests to former sponsors Jenna
 - **Publicity/Media** – posters, flyers, social media Rachael, Mike
 - **Kids' Activities** – Sophie
 - **Entertainment (music and sound system)** – sound system Mike Engel Graham, Sophie
 - **Volunteers** – Jen F., Virginia
 - **T-shirts/buffs** – design, pricing Maggie
 - **Food** – Archie, Josh
 - **Sculpture Contest** – HS art classes and general public Rachael
 - **Recycled Fashion Show** – Jen F.
 - **Poetry Contest** – Jacquee, Josh
 - **Recycling/Composting/Trash** – Sanitation
 - **SetUp (tables/chairs/traffic/fencing/portos)** – Jenna/ISU/Streets/WPC

4. Poster distribution and promotion plan - signup **(Action Item)**

POSTERS (put up week of 3/30)

Where	#	Who
Old Town (west of RR tracks)	15	
Old Town (Center/Clark E of railroad tracks - including Museum of Clean, PVB and Jim Dandy)	15	
5th/4th avenues (by ISU)	10	
ISU	40	
Gold's Gym		
Inkom	3	
American Falls	5	
South Bannock County - post offices		
Chubbuck	20	
City Hall Mailboxes	20	
County Courthouse	5	
Idaho Power	5	
Ridley/Albertsons	2	

Signage - install week of 3/30

Kind	Where	#	Permission
Banner over road 30" x 5'	Center (by Caldwell)	1	Yes
	Oak and Yellowstone	2	west side only
	Bannock County Public Works	2	
	Yellowstone (Chubbuck Fire Station)	2	
	Idaho Power	1	
	Old Town Pavilion	1	
	Caldwell Park	1	
	Old Town (Archie)		
Magnetic Electronic	Landfill		
	Chamber		
	ISU Events Board		

Proclamations

Where	Who	Date
City of Pocatello		4/16 @ 6pm
City of Chubbuck		4/15 @ 6pm

Newsletters

What	Who	Deadline
Pocatello	Jenna	Done
Chubbuck		Missed
Idaho Power Bill		Ask
Chamber of Commerce		Ask
Utility Bill		

Magazines/Newspaper

What	Who	Deadline
ISJ	Jenna	April 14th

PSAs

What	Who	Where	Run
TV	Scott Elliott	Ch 6	Around April 6th In 2 weeks before event
Radio Live Remote	New Wave Marketing various (Jodi Bates)	at PVEF	Day of

News Stories

What	Who
Radio interviews	

5. T-shirts (**Action Item**)
 - a. Need sizes from committee members for the T-shirts
 - b. Sponsors on back?
6. Brainstorm list of announcements for MC (**Action Item**)
7. Other updates (**Action Item**)
 - a. Food - Sour cream and butter donations?
 - b. Volunteers
 - c. Contests
 - d. Photographer

NEXT MEETING: Weds April 1st, 12- 1p.m. at Caldwell Park – no lunch provided