

**SPECIAL EVENTS COMMITTEE MEETING  
JOINT MEETING WITH CHAMBER OF COMMERCE  
JULY 10, 2012 – 5:00 P.M.**

Chairman Logan called the meeting to order at 5:00 p.m. Committee members present: Scott Logan, Lori Moller, Wanda Marzahl, Tammy Herrera, Mark Lancaster, Barb Rowe and Jay Schulz. Members Amy Bittner, Bill Clow, Laura Evers and Jane Siebert were absent. Also present were Crystal Musgrove, Vicki Schulz, Jason Chupich, Courtney Bluhm, Kim McFarlin and Mic Woods.

**OUTDOOR MOVIE NIGHT – AUGUST 7<sup>th</sup>**

Jay Schulz updated the Committee on the outdoor movie which will be held on Tuesday, August 7<sup>th</sup>, 2012, during National Night Out at the swimming pool.

- We cannot get a license for *The Three Stooges* because it is a Century 20 Fox film, so the movie will be *Journey 2 – The Mysterious Island*.
- Jay will coordinate logistics of where we actually show the movie with Supt. Burkart which will determine whether or not we have concessions.
- Lori contacted Swank Motion Pictures and was advised that the license cost would depend on the actual movie that is shown as well as the projected number of attendees. We would submit the application with the lowest bracket which is 200 people.

**TRI COUNTY PRO RODEO JULY 27-28, 2012**

Partners

Presenting Partner	Harvard Chevy @ \$5,000
Grand Champion Partner	Mercy Health System @ \$3,500
Performance Partner	Behr Iron and Metal @ \$2,500
Event Partner	Brown Bear Daycare, New Balance Shoes of Crystal Lake and Adams Collision @ \$750
Chute Gate Partner	Signcrafters, Deans, Soberg Window & Door, RCC Western Wear @ \$750 Twin Garden Farms \$500 plus corn for sponsor night and Subway \$500
Kid's Partners	Wal-Mart @ \$500
Friday Entertainment	Logan Actuator @ \$750
Saturday Entertainment	Hometown Landscaping @ \$600

Sponsor Night will be held Thursday, July 26<sup>th</sup> at Milky Way Park from 7-9 pm for partners and volunteers. Jason said he would bring his roping dummies that could be set up in the arena to give the kids something to do. Mark will dj for the evening.

Crystal related that instead of doing the donkey races for sponsors, Mike Wentworth who is the clown this year wants to play "Red Neck Horseshoes" which is a game using 2 large toilets made out of foam or lumber. After discussion, the consensus was to contact Lenora to see if they would provide the construction of the toilets or just play his other option which is a dance contest with the sponsors.

Advertising

Mark is working with the Q98.5 on the final radio ad.

Crystal reported that there was a conflict with the date we set for the stickers on the Northwest Herald so the Herald will give us either Monday, Tuesday or Wednesday plus a free ad in the Northwest Herald on Sunday. The consensus was to put the sticker on Wednesday's paper which is a higher circulation (at the Thursday price).

Beer Tent

- Moved by Scott Logan, seconded by Tammy Herrera to approve the expenditure of \$182 for one-half the cost of the dram shop insurance for the weekend through Stahl Insurance. Amy Stahl will cover the balance of the insurance. All ayes. Motion carried.
- The Mayor has given permission to have three coolers inside the arena area to sell beer and water.
- Mic will get signs for the beer tent listing various types of beer for sale and prices and two or three 4'-5' signs that say Beer Tent. Beer prices will be \$2 except for Medolo which will be \$3. Mikes Hard Lemonade & Cranberry will be \$3. Crystal thought we sold water last year for \$2.
- Dean Foods will let us use either a refrigerated truck or trailer.
- Mic brought up discussion on how much beer and pop to order and thought we might want to order more than the Mayor ordered or at least have more in reserve. The following quantities were ordered: 20 cases Miller, 20

cases Modelo, 20 cases Coors Lite, 10 cases MGD as well as Mikes Hard Lemonade & Cranberry, 30 cases of water. Mic will have 10 cases of each in reserve at the store. For Sponsor Night, Mic will order an additional 2 cases each of Miller Lite and Coors Lite, and 4 cases each of Coke and Diet-Coke and 2 cases Sprite. At Jason's inquiry, Scott noted that we generally don't offer a non-alcoholic beer, but the vendors have other beverages.

- Scott will bring out the Koozies to sell in the beer tent which will be sold for \$2 each.

#### Entertainment

Crystal related that Saturday Night entertainment will be Hans and the Hormones, but the total cost to book them is \$650 which is \$150 more than what was previously approved. Moved by Jay Schulz, seconded by Mark Lancaster to authorize the expenditure of an additional \$150 to book the band. All ayes. Motion carried. Tammy Herrera said that Friends Country Market will sponsor the additional \$150.

Smokin Gunz has requested two rodeo tickets for each member for Friday evening. Moved by Tammy Herrera, seconded by Wanda Marzahl to approve their request. After further discussion about their breach of contract for not playing during the Milk Day Parade, Tammy and Wanda rescinded their motion and second respectively. Moved by Tammy Herrera, seconded by Wanda Marzahl to give them one ticket per band member. All ayes. Motion carried.

Crystal related a request for a separate cost just to come see the band. The general consensus was we're not promoting the band as much as we are the rodeo, so people would have to pay full price if they come before 10. The ticket trailer will be open until 10 p.m. and parking cars until 9:30 pm.

#### Grounds

- Crystal suggested that the VIP section be moved to the west side of the arena.
- Scott has made arrangements with Porta-John for 8 porta pots plus wash stations and gray water tanks.
- Scott will follow up with the Fire Department.
- Lenora is taking care of the light towers through Burriss Equipment. Mark thought we would need the lights either Wednesday or Thursday for Sponsor Night, but Scott noted that would cost more.
- Lenora is setting up the gates on Wednesday evening; set up will be Thursday morning from 7 am – noon.
- A letter needs to be sent to Harvard Milk Days to borrow equipment, similar to last year.
- Mark will coordinate the electric setup with Blue Ribbon Electric.
- Scott will find out when the McHenry County prisoners are coming to help set up and advise Crystal so she can contact Jim from Sign Crafters to bring out the snow fence. Mark related that the overall dimensions of the area for snow fencing is 330', 470', 390'.
- Mark will contact AA Anderson to see about using their fork lift.
- Skinner Amusements sent an e-mail that it would be better if we picked up the ticket trailer so Mark will pick it up. Barb suggested we cover up the work "rides" on the top of the ticket trailer. The thought was to use white plastic tablecloth.
- Signs will be posted for "No Smoking" in the bleachers.

#### Kid's Program

Crystal, Kim, Courtney and Jason Chupich will be going to the Sharon Library, Trinity Lutheran Church, Harvard Library, Brown Bear Daycare, Harvard Retirement Home, Mercy Harvard Home Care Center as well as Chevy and New Balance Shoes on Friday, July 20<sup>th</sup> starting at 9 a.m. Jason will dress in cowboy attire and do a little informative education and show the kids ropes, reins and saddles. He will set up his roping dummies to give the kids a chance to throw rope. Crystal noted that we will give Jason tickets for him and his family to watch the rodeo.

The stick horses and coloring sheets are on display at the banks and various businesses.

#### Parking

Crystal brought up discussion on the best way to handle parking for volunteers. The general consensus was for each committee chairperson to advise how many volunteers they have so armbands and parking passes can be distributed. Names not turned in by Friday, July 13<sup>th</sup> will not be included in the Souvenir Program thank you list.

The American Legion will start charging for parking at 4 p.m.

Contestants, vendors and volunteers will enter the grounds from the Ratzlaff St. entrance. Lenora is bringing signs for contestants. After discussion, Mic will try to get the following banners: two that say "Main Entrance" and two that say "Contestant and Volunteer Entrance" with arrow pointing to the left.

### Tickets

Mark will give away six kids tickets at the Boys League Annual Cookout.

The wristbands that Skinner Amusements ordered have come in and were given to Tammy, a different color for each night (1,500 for each night). Tickets will be exchanged at the entrance for a wrist band. The adult tickets have a tear off portion of the tickets which attendees will fill out and put in a container for a raffle at participating vendors.

Crystal related a request for a refund. The consensus was that tickets are non-refundable.

The Chamber and Events Committee will each be given 15 VIP tickets to distribute among members.

### Vendor Contracts

Mark said he would like to mark out the grounds with spray paint next week locating the vendor spaces, stage, etc.

Vendors on the grounds may stay open after the rodeo but they are required to.

Vendors are Kountry Kettle Corn, Road Kill Grill, Arturo's Mexican Restaurant, Coley's Cooler (ice-cream), I've Got Bling, Ocala Country Ventures, Oak Ridge Ranch Amusements, MJ's Bull Rides, Chiro One, Chevy, Wal-Mart, Adams Collision, Sign Crafters. Behr will bring out a trailer for recycling cans.

### Other

Crystal will contact Steve and Pat Martin, S & P Photo, to see if they will take pictures again this year.

Next regular Events Committee Meeting July 17, 2012 at 5 p.m.

Chairman Logan called a Special Events Committee Meeting for July 24, 2012, at 5 p.m. This will be our last meeting before the rodeo.

At 6:20 p.m., moved by Jay Schulz, seconded by Wanda Marzahl to adjourn the meeting. All ayes. Motion carried.

Submitted by:  
Lori Moller, Secretary