

**SPECIAL EVENTS COMMITTEE MEETING  
HELD AT 300 W. FRONT ST. (STARLINE BLDG)  
OCTOBER 9, 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, Amy Bittner, Laura Evers, Tammy Herrera, Mark Lancaster and Jay Schulz. Members Bill Clow, Stephanie Freimund and Barb Rowe were absent. Also present were Deputy Chief Mark Krause, Katie Ostler, June Vickery and Rhaven Hall.

**PURCHASE OF ENVELOPES**

Chairman Logan noted the quote from Northwest Printing for Event Committee envelopes was higher than previously approved. Moved by Wanda Marzahl, seconded by Amy Bittner to purchase 2,000 envelopes at a cost of \$162.50. All ayes. Motion carried.

**CHRISTMAS IN HARVARD/VISIT WITH SANTA – DECEMBER 1<sup>st</sup>, 2012**

The Committee met at the Starline Building to go over the layout for Christmas in Harvard. The main banquet room will be used for Women for Harvard, Craft Show and snacks. The hallway and small room to the west of the banquet room will be used for the Gift Shoppe. The Gift Shoppe will be closed off at doorway from the banquet room (no parents beyond that point). The small room will be for the gift shoppe and the hallway for wrapping gifts. The event will use the entrance by the radio station with the west entrance not open to the public.

Other areas of discussion:

- Laura and Wanda will prepare a press release.
- Moved by Amy Bittner, seconded by Wanda Marzahl to contact Gifts N Things to double the order for the Gift Shoppe. All ayes. Motion carried.
- Amy Bittner suggested decorating the poles with lighted garland; item tabled until our next meeting.
- Deputy Chief Krause noted the Police Dept. limitations and indicated that the Events Committee would need to help man the intersections and maintain the barricades. Volunteers would need to be 18 years of age or older. Moved by Scott Logan, seconded by Tammy Herrera to purchase 10 orange safety vests to be used for volunteers at a cost not to exceed \$100. All ayes. Motion carried. It was suggested that we contact Milk Days to borrow their safety vests.
- Mark Lancaster will bring in his sound system to play Christmas Music throughout the day. Katie Bendorf may be available to perform.
- Suggestion to set up a sandwich board or other divider to differentiate the lines for the Gift Shoppe and Visit with Santa.
- Refreshments: the Events Committee will purchase the hot chocolate and coffee and the Women for Harvard will get the cookies. Donations and profit will be split between the two groups.

At 5:45 p.m., moved by Jay Schulz, seconded by Wanda Marzahl to adjourn the meeting. All ayes. Motion carried.

Submitted by:  
Lori Moller, Secretary