

**EVENTS COMMITTEE MEETING  
DECEMBER 1, 2009 – 5:00 P.M.**

Chairman Logan called the meeting to order at 5:15 p.m. Committee members present: Scott Logan, Lori Moller, Wanda Marzahl, Bill Clow, Crystal Musgrove, Barb Rowe and Jay Schulz. Committee member Cathy Pescinski was absent. Also present were Chuck Marzahl, Judyanne Grandmaison, Sandy Nolan, Reggie Logan, Darrell Perkins, Amy Stech and June Vickery.

**AUDIENCE PARTICIPATION: NONE**

**EVENTS COMMITTEE VACANCY**

Moved by Scott Logan, seconded by Wanda Marzahl to recommend to the City Council that Darrell Perkins be appointed to the Events Committee. All ayes. Motion carried.

**KID'S BASH 2009/COMMUNITY MOVIE**

- Amy passed around the flyer for Kid's Bash 2009 for Committee review and noted the middle entertainment slot is listed as mystery guest because she hasn't filled that slot yet. She is waiting to hear back from Andy Spitsen. Jay noted that Andy said he was interested.
- Jay recommended either the animated 101 Dalmatians or Beauty and the Beast for the movie shown New Year's Eve. The consensus was to show 101 Dalmatians.
- At Amy's inquiry, Bill suggested that she put together a list of items she needs from the school to make sure everything is there.
- Jay reported that the McHenry County Living magazine will cover Christmas in Harvard as well as the New Year's Eve Kid's Bash.

**CHRISTMAS IN HARVARD – DECEMBER 5<sup>th</sup>, 2009 from 10 a.m. – 4 p.m.**

Advertising/Sponsorship

- Scott reported that the Harvard Main Line will put the Christmas in Harvard poster on the back page of the next issue which is delivered on Friday, December 4<sup>th</sup>, in full color, for the price of a black and white ad. All the sponsors will be listed on the bottom of the page.
- Scott has the brochures at his business that are ready to be distributed to various stores. Judyanne will pick up some to pass out at Breakfast with Mrs. Claus.
- Jay reported that he did e-mail the Northwest Herald but hasn't received a response.

Breakfast with Mrs. Claus

- Scott has received four reservations and Judyanne has two sold tickets so far. Everything is set for the breakfast with a menu of eggs, sausage, hash browns, toast and juice. Our cost is \$3.50/plate and we are charging \$5.00/per plate. Chuck will be available to help collect money.
- Judyanne inquired about the winners from the Black and Gold Ball Silent Auction to ride with her in the parade; Sandy will find out.
- Judy purchased about \$35 worth of gifts for free raffle prizes so each child gets a present.
- June brought up a request from a member of the Women For Harvard who wanted to be in the parade in a costume that looks like Mrs. Claus and at the Visit With Santa location. Judyanne will be in the parade and at the Gift Shoppe afterwards. After discussion, the general consensus was that it would be okay so long as they're not in the same place at the same time and portray her as one of Santa's helpers and not Mrs. Claus.

Carriage Rides

Wanda reported that Terry Leonard is dropping off the contract for the carriage rides.

Parade

- Mrs. Claus and the winners of the Black and Gold silent auction will ride in the carriage in the parade with the parents signing the waiver on the parade application.
- The Committee discussed having the Mayor and Aldermen Opper and Szczap ride on the city float. Lori will check with Jim Kruckenberg to see if the Events Committee needs to provide a driver for the City float.
- Darrell Perkins is driving Jim Kruckenberg's hay rack which will have Sue Schiller's 3<sup>rd</sup> graders.
- Other entries received: Harvard Fire Department, Mega Driving School, Free Spirit Siberian Rescue, St. Paul's Lutheran Church, Sue Schiller's 3<sup>rd</sup> Grade Singers, HHS Madrigal Singers, HHS Band, Brown Bear Daycare and Girl Scout Troop #334.
- Jay and Eric are doing the announcing for the parade. Mike Rose is meeting with the Mayor to work on the sound in the Council Chambers for the Gift Shoppe and to recalibrate the sound system on Ayer Street.

### Coloring Contest

Barb reported that 210 entries were returned and have been turned over to Bill Clow to be judged by the Student Council. The ten award winners will be displayed at the Gift Shoppe.

### Entertainment & Other Activities

- The Madrigals and the Harvard Bible Church Master Touch Bell Choir will perform at City Hall after the parade. Lori will meet them at City Hall at noon so they can set up.
- Crystal reported on a phone call from the Historical Society reference electric hook-up, but the outlets on the lights don't work until the street lights are on. The Historical Society would prefer not to use their generator. Lori will talk with the Mayor to see if it is possible to turn the streetlights on during the day of the event.
- Scott will make sure the barricades are all put up.

### Raffle

To date, twenty tickets have been sold and money turned in. After the parade, Crystal and Deb will sell tickets. The Committee was advised to turn in all tickets and money to Lori.

### Santa's Gift Shoppe

- Sandy asked for suggestions on ways to identify the gifts with the labels after the kids have finished shopping so the baggers know who the gifts goes to. Suggestions were to mark the price label or have the elves write down the item purchased and who it goes to on a note pad to be given to the wrappers. So long as the baggers and elves communicate, it should work out.
- There will not be a charge for cookies or refreshments, but a donation jar will be set out.
- Sandy noted that we are still looking for four 30 cup coffeepots. Bill thought they had one at the office we could borrow.

### Sponsorship

- Wanda updated the Committee on sponsorship:  
Overall Event Sponsor: Kelley's Restaurant and Mercy Health Systems at \$250 each  
Carriage Rides: Harvard State Bank and Mercy Health Systems at \$300 each  
Visit with Santa: Co-sponsored by Women for Harvard and Harvard Savings Bank - \$200  
Coloring Contest: Mercy Health Systems at \$200  
Parade Prizes: Harvard Ford - \$75 and Mercy Health Systems - \$225  
Santa's Gift Shoppe: Castle Bank - \$50; Adams Collision - \$50 and Castle Bank - \$100  
Mrs. Claus: Mercy Health Systems - \$30 and Saunders & McFarlin - \$30
- Jim Bryan, Signcrafters, is making sponsorship signs which will be ready on Friday.
- Next year, Wanda will head up sponsorship. The Committee discussed having various sponsorship levels next year instead of sponsoring specific events.

### Visit with Santa

June reported everything is set for Visit with Santa.

### Window Decorating Contest

There are three entries: Dunham & Chemung Insurance, Castle Bank and St. Joseph's Renewed Treasurers. Scott noted that he didn't think Bopp's was going to enter. Judging will be done this week.

### Other

- Scott will compile a list of the Committee's cell phone numbers to be distributed.
- Bill will take pictures throughout the day.
- Lori and Scott will work on Christmas in Harvard buttons for Committee members to wear.

At 6:10 p.m., moved by Bill Clow, seconded by Wanda Marzahl to adjourn the meeting. All ayes. Motion carried.

Submitted by:

Lori Moller, Secretary