Daffodil Festival 2024

Saturday April 27th

10am - 5pm; set up begins at 7am

Around 3k attendees cNext Meeting March 24, 2024

#### Permits

* app for village (Dick will turn in)
* Need key for kitchen week of fest. Also power line run from pump station.
	+ Dick will get key
* State application for beer & wine $70 for 1-day permit (Maria)
* Insurance $325 (Dave getting quote)
	+ Need certificate of liability from wine/beer vendors?
	+ Need proof of ins from security?, Tioga County Sheriff's carries own ins
* Farmer’s Market Designation (for alcohol) (Rita to do)

#### Sponsors

* Coordinator/Committee: Jess, Terri
* Tiered sponsors - to be mailed
	+ Williams company
* Online applications (jess to follow up w/ visions)
	+ Visions & TSB submitted 1/23/2024
* Mail - need to be mailed
* Post on social media
* Make banners with logos
* Thank-you ad in Pennysaver
	+ After fest

#### Budget

* Coordinator: Jess
* Current balance
* Expenses:
	+ ✔Special Event Insurance $326 -> $400
	+ Outhouses & sinks $950
	+ Merchandise (shirts, totes, printing) $550 -> ??
		- Cayuga Express for shirts (15 each size), hats
	+ New logo design. Dave's contact.
	+ Advertising $2000
		- Pennysaver (ad & thank you) $107 -> $500
		- Brochures $200
		- School musical ad $100 (Linda & Jess) - done 2024
		- Other- radio $870
	+ Bands/DJ
		- $2000
		- ~~$3000 for sound equipment ?~~ or borrow
		- DJ for between bands
		- Jeff Shepherdson is available to dj and willing!
			* $500 for the day
	+ Stage $1050

 - Other Entertainment $350

* + - ✔Juggler $150
		- Ballooner $200
		- Bounce Houses $600
	+ Security $500
		- Retired Spencer cop (Rob Blash)?
		- Brian Henry $15/hour?
		- John’s - had his group
		- Tioga County Sheriff $350
		- Need vests (used Dick's/Maria’s)
	+ Other $500
		- Decorations
		- Wristbands
		- Tickets
		- Money to upgrade electrical at field?
* Income
	+ Vendor fees
	+ Sponsors
	+ Merchandise sales & donations
	+ Cheryll asking about advertising grant

#### Festival hours

10am - 5pm

* Set up beginning at 7am

#### Vendors

* Coordinator/Committee : Maria
* Survey to vendors?
	+ Most were happy
* ✔Applications
* Number of vendors
	+ Add a few more rows from 2021
	+ Around 100, 103, maybe 115 for 2023. (Now laid out to 130.)
* Vendor fee $50, $75 wineries
	+ $25 non-refundable deposit
	+ Allow booth sharing
	+ **$60 for 2023**
	+ **$100 for 2023 for wineries**
* Hand out rules to remind them (no early tear down, etc)
* Cannot leave their garbage
* Quiet generators only
* Wine/Beer bringing water?
* Parking tags for vendor cars
	+ Ribbon, so we can identify their cars. Dick has car mirror hangers.

#### Food Trucks

* Coordinator/Committee:
* How many
	+ 2 new in 2024
	+ Double from 2021
	+ Had 6 in 2022, need 10-12
	+ Coach’s or Pizza
	+ More variety
	+ Reaching out to others
		- Al Smith? (607-379-9382)
* Vendor fee $125 -> **$150 for 2023**
* Generators
	+ Must be quiet
* Where
* Health Dept Permits
	+ Ask they have 1 week in advance

#### Bands

* Coordinator/Committee:Jodi, Christian, Jess
* How many
* Bands bring their banner for advertising
	+ Play for 1 or 2 hours?
	+ How long is the set & what is your fee - Jess
* How many stages - 2 main stages + acoustic
	+ Acoustic in food area
	+ Big stage by backstop
	+ Big stage opposite end of field
		- Electric from water house, two plugs, (1 outlet)
	+ Vendor in middle could hear both stages
	+ Angle speakers?
* Stages
	+ Hay Wagon Stage from Riggs?
	+ Village state that’s already there?
		- 10’x20’
	+ Rent big stage
		- Tioga County Stage - yes

**Erick Johnston** 607-343-4612

* + - * (Jonathan Marks is the contact for the portable stage)
			* Jbmarks444@hotmail.com cell 607 427 7521
			* $800 for weekend plus $250 delivery fee
				+ Do they set up? What is needed for set up?
				+ 28’ x 16’ wide
				+ Any power built in?
		- Spencer chamber stage - No
			* Jeff Golden (607) 342-1921
			* <https://www.thespencerpicnic.com/contact>
			* As of 2023 stage is not portable (park broke)
	+ Purchase another stage?
		- $2200 <https://www.thestagedepot.com/product_p/poly12x8x8.htm?fbclid=IwAR1A9-2_AlSnW-27vi3Q9rBOaTB7dvx93lNhGFIxrNhs5JM65ZdH972jRBk>
		- Purchase hay wagon & build roof
		- Rita’s flat bed/hay waggon 9.5’ wide x 14’ long, has sides & back?
	+ Acoustic in food area
	+ “Big” stage in back, corner by pump house or by backstop
	+ Robinsons large flat bed trailer for stage - (wide one needed, at 10’ wide? - ask what width is) confirmed for 2023
		- * Contact: Dean Lemmon 607-659-5153 @robinsoncontracting.com
		- Riggs have lumber to build stage on top
* Electrical
* Sound
* Acoustic in food area - YES
* Less time between bands (crowd dissipate)
* Signs on band schedule, who is performing?
* **DJ or MC between bands**
	+ Jeff Shepherdson is available to dj and willing!
		- $500 for the day
		- Can the bands use his equipment - NO
			* What equipment does he have?
* Use bluetooth speakers in middle of the field so more people can hear
	+ Need w/ 2 stages?
* Sound equipment
	+ 2 DJ’s for each stage for equipment & music in between
	+ Each band to bring their own

#### Kids area

* Jess to work on getting quotes
* Rent large tent from (Bill Strosal) - $330
	+ 20x40ft + tables
* Coordinator/Committee
	+ Really need a person to coordinate this
		- Retired teacher? Maria to ask
		- Daycare center?
	+ Dick’s friends to sit in tent to help
	+ PTSA in that area
* What can we include
* Where?
	+ By big tree/Spencer Rd
* Home Central
* Home Depot
* Bounce house(s) (need to use vendor w/ insurance!) -
	+ Sign that “children must be accompanied by adult”
	+ Rita has small one
		- [~~Taylor Rental~~](https://taylorrentalvestal.com/catalog/6099/inflatables-games) ~~(Maire @~~ ~~trcithaca@yahoo.com~~~~)~~
			* ~~$669 for 2 bounce houses~~
		- [**Cloud9 Rentals**](https://cloud9bounceandpartyrentals.com/rentals/bounce-house-combo/) **(Derek)**
			* $606.87 for 2 bounce combos
		- [~~BC Bounce parties~~](https://bcbounceparties.com/category/dry_inflatables/) ~~(607-595-2047)~~
			* ~~$765~~
		- ~~Feoccos~~
			* ~~$450 for a basic 15 by15 drop off/ set and pick up~~
* Animals -
	+ Alpacas (Twilight Alpacas) yes confirmed
	+ Shelter to bring adoptable pets? stray haven confirmed
* Crafts
	+ Home Depot ?
		- Need to provide tent & tables
	+ Macaroni Kids $50 (maria to ask) no reply on their end
	+ Home Central- ?
* Discovery Center Bing?
* Tioga County Ext/4H Rita asking Barb
	+ Barb looking for volunteers - no for 2023
* Operation Safe Child
	+ Tioga county sheriff ? (Maria to contact)
	+ Chad Edwards runs it
* Face painter
	+ Shepherd Hook’s grandson
	+ Vendor coming
* Juggler
	+ Will Stafford <wstaffor@cvcsd.stier.org>
		- Confirmed for 2024, 12-2pm
		- $150 for two hrs
* Balloon guy-
	+ Sir James Turner - sirjames@twcny.rr.com
		- 607-342-3638
		- $200 for 1-5pm
* Science Center - maybe.
* Free books from library (Joe and Dick, Rodney Foster)
	+ Dick will help here
	+ Will need table
* Other ideas
	+ Bubbles
	+ Jess’s sand box with corn & shovels
	+ Trish to play/story time
	+ Debbie Collier/Diana Houk for story time?
	+ Dress up characters (princess, super hero)

#### Corn Hole

* ~~Coordinator/Committee~~
* ~~Contest or open play~~
* ~~Prizes~~
* ~~Fees~~
	+ Put in kids area & wine/beer area
	+ Linda to bing corn bags

#### Beer/Wine area

* Coordinator/Committee
* Needed for by the glass sales
* ~~Must have fenced area & ID check~~
	+ ~~Need wristbands~~
	+ ~~Using caution tape to make a 20x20 are~~
	+ ~~Need one volunteer to keep drinks in the area~~
* 1 slush trucks
* Brewery selling by glass?
* Need free water
	+ Ask brewery to provide

#### Fundraising

* Coordinator/Committee:
* Change: ($200)
	+ $100 1s, $100 5s
	+ Paypal poster
* Merchandise sales - what is needed for 2024
	+ Shirts - Jess has left over (adult: S-5,M-8,L-10, XL-10, XXL-10; youth: S,M,L)
		- More grey, pink, black, white
		- Order from Cayuga express - Jess to pick up
		- $22 adult ($12-14)
		- $17 Youth ($12)
		- $15 “old” shirts
	+ Totes - Maria have
		- $5
	+ Other
	+ Try baseball hats
		- $20 ($16)
	+ Bracelets (gives you an idea of how many attendees by how many you sell)
		- $2 ($1.30)
	+ Daffodil hats/bonnets (like Nancy K’s)
* Daffodils
	+ Bunches of 10
		- $5
	+ Need to cut
	+ Need vases
		- Dick has some, Jess has
	+ Pipe cleaners to wrap flowers
	+ Had 1400 in 2022, need more!
	+ Use for decorating, on fields, on stages, for donation
	+ Sell bulbs at fest
		- Have 4 trays to force
		- $2
* Donation boxes?
* 50/50 -
	+ 1pm, 4:30 pm pull winner (must be present to win)
	+ Need designated volunteer to sell
	+ Need tickets -
* Raffle Baskets
	+ Basket(s) w/ items from members
	+ Sell tickets at chamber booth
		- $1/ticket or 6 for $5
	+ Linda to go to businesses & ask
	+ Use chamber money $100 to buy items from chamber member businesses
* Help 4th of July Committee & Food Pantry & Candor Chamber of Commerce
	+ “A portion of proceeds to benefit …”

#### Advertising

* Coordinator/Committee:
* Pennysaver
	+ Ask them to do write up with business ads around
	+ What's Happening
* Candor Chronicle
* Ithaca Times is free
* Channel 12 What’s Happening
* Haefele TV
* WBNG TV - $55-65 for three days
* TV:
	+ Haefele
	+ Spectrum
* ESPN station: radio 3 weeks before & espn thing $1000
* Facebook boost - call and ask for free money
* Tioga County Tourism?
* SPINGO - choose cost
* Radio -
	+ Cayuga Radio Group - Cheryl to ask - ~$300
		- 68 spots
	+ ~~WSKG - Cheryl to ask ~$270~~
		- ~~6 sponsorship spots~~
	+ The WHWK Hawk will put on their website (web not needed)
		- Rita to check $300 - set for 2024
		- for 24 15 commercials
	+ ~~Equinox $500~~
	+ WEBO Maria will send flyer - for free
	+ Whatts?
* Community Signs
	+ Town hall, firestation, fay’s
* Rack Cards
	+ Need to order for 2023
	+ IC Printing
		- $113 for 500
		- $226 for 1000
	+ Cornell printing
		- $140 for 500 - Jess to order
		- $200 for 1000
	+ designing & ordering
		- Make yellow font darker or different color
		- “To benefit local organizations”
* Larger flyers to hang up - jess to create pdf & share
	+ Small flyers to send home w/ elem students
* Business card with QR code
	+ Jess to get quote from Cornell
* Need map
* Vendor directory
	+ Print not feasible because of last minute changes
	+ Can post last minute online
* Yard signs
	+ Terri has?
	+ Maria to update date - done 2024
	+ Save old signs - chalk paint & chalk to use as needed
	+ Signsforcheap.com
	+ In future years: No dates, use bumper stickers with dates
	+ Town pavilion will provide some storage
* Billboard? $500? - too late
	+ Order for 2024 now (Sat April 27)
		- Park Outdoors - Terri
		- Jim Rt 38/96 by Open Door Mission - Cheryl to ask
	+ On Rt 17
	+ Buy our own large banner & hang at someone’s property
		- Size: 8x8ft
		- No dates - use stickers
		- 1 or 2?
* Other
	+ Sign up to get text messages about what's going on throughout the day
* Save the Date
	+ ✔With Haefley community calendar
	+ ✔Facebook
* Logo
	+ Requirements for printability, etc
		- Bold
		- 3 colors or leeds
		- High res
		- Readable
	+ Sub logos, different sizes
	+ Use Maria’s

#### Field Set up

* Coordinator/Committee : Dick
* Friday
	+ 1pm David Rolls - Emily’s Weiner Waggon truck arrives
* Deliveries:
	+ Robinson Trailer: Wed 10:30/11am
	+ Visions Stage: Friday 4-5pm (how close does it need to be to well house
	+ Porta potties: Friday afternoon time tbd
	+ Large tent: Thursday afternoon , ask to leave some chairs too
	+ Garbage trailer: Friday? (let Russ know when we are there)
* Supply needs
	+ Do we have extension cords?
		- Dave has
	+ Staplers, drill, ladder - Dave
	+ Other?
	+ Radios or use cell phones
		- Dick & Dave have 6
	+ Cleaning supplies - Linda to bring
	+ Gallon jugs/bucket of water for sinks
	+ Tents
		- Needs:
			* Chamber area - 3
			* Backstop stage - large
			* In front of each stage
		- Inventory:
			* Terri: 10x10 (chamber)
			* Rita: 10x20 (stage), 10x15 (chamber)
			* Dave: 10x20- 3 (stages), 10x10 (chamber)
		- Caution cones & big barrels from town, coming Friday
* ~~Fencing~~ - not needed
	+ Maria’s caution tape
* exits/entrances
* Parking
	+ Handicap parking by entrance
		- Some spots were taken by others
	+ Vendor parking
		- Tags for vendors as they come in
		- Include phone#
	+ Parking in legion lot - need to ask permission
		- at least for vendors (with help to field)
		- Expanded parking for trailers
		- Better access from McCarty St
		- Have vendors park farther away, nearer parking for visitors
			* Or opposite?
		- Shuttle service back & forth
			* Sam provided golf carts. (Sam confirmed- Suzanne)
			* Need more golf carts/shuttles
			* UTV/ATV club
	+ Parking at HS with shuttle?
	+ People blocking site lines in & out of field
	+ Ask for permission in softball field.(through Mack Riggs plus Legion parking)
	+ Tape off band parking areas
* Where different areas are
	+ 2 stages on either side
	+ Food trucks? Snacky food somewhere else
* Set Up
	+ 6’ spacing between vendors - like spacing. (No. See layout)
		- Put straw/seating in extra spacing
	+ For 2023 put vendors back to back
		- Make rows longer?
	+ 12’ isles
	+ 91 10x10 spots
	+ 7 10x20 spots (now 8 possible doubles, 11x22)
	+ Move bands to other side of field? But what if wet
	+ Food in same place?
		- yes
	+ If field too wet, park behind dr’s office & school parking lot can be used
* No large tents provided
* Garbage/Recycling
	+ Kelloggs will take trash
	+ Purchase cans with lids, so bags fit
		- Large cans were too large/too heavy
		- more garbage cans
			* Order garbage frames?
			* Cans from Iron Kettle
				+ Down between Vicky’s & Bostwicks
	+ Need to purchase garbage bags 55 gal- Maria to order
	+ More recycling
		- Recycling bins from county
			* Need to be picked up Friday & returned Monday
* Porta potties & sinks
	+ Need more water for sinks, can store extra water in shed
	+ [Amazing Portable Toilets](https://amazingportabletoilets.com/), Owego NY (Rita) $995
	+ 4 sinks & 5 porta potties - need more bc shows have been busy
	+ 1 handicap from village
	+ Have extra towels (Rita has)
	+ Lock Johns days before fest (some were used before day of fest)
* Decorations
	+ Decorate stage
		- Yellow plastic, balloons, etc
	+ Daffodil selfie (Dave has)
	+ Daffodils
	+ Green man
	+ Farmers market flags
	+ Need a crew for this in the morning
	+ Flags, business sponsored - business name goes on flag or item
	+ String lights
	+ Yellow table covering
		- 7 tables under pavilion
		- Ask for to borrow tables from pantry
		- Oil cloth?
	+ Fake daffodils
	+ Tables
		- ~~Ask pantry to rent/borrow (Pat Walp)~~
		- Rent from Bill Strosill?
		- Needed: 12?
			* Kids tent
			* Chamber tent
			* Food?
	+ Chairs?
* Signs (Terri has some)
	+ Parking, etc
		- Better signage on where to park
	+ Signs for shuttle pick up for back & forth from parking
	+ Signs to bathrooms
	+ No guns signs
		- Need to be stapled to stakes
	+ No dogs - Dick & maria have
	+ “Children must be accompanied by an adult”
		- Jess to order 4
	+ “Kids 2-5 only” “Kids 6+” for bounce houses
		- Jess to order 2
* Straw
	+ More seating needed in front of bands
	+ Need help getting it to field
	+ For seating/siding, by bands, etc
		- Could use at least 30 for by the bands
	+ For ground if wet
		- 15 or 16 bails
		- Maria can get
* Tables & chairs
	+ From under pavilion
* Chamber table
	+ Stuff for sale
		- Merchandise
		- Raffle basket(s)
		- 50/50 raffle
	+ Have chamber apps
	+ Daffodils
	+ Tables - 3
	+ 3 : 10x 10’s
	+ Need new chamber sign, could use 2 for each side of tent
	+ Info/brochures on other businesses
	+ Tent for daffodils only

#### Other ideas

* More fun stuff
	+ Hot air balloon
	+ ~~Scavenger hunt~~
		- ~~Include local businesses~~
		- ~~Prize would be gift basket of chamber goods (linda will buy)~~
	+ Cosplay groups
		- Folks dressed as superheroes, star trek etc
		- Ask John
	+ Wrestling show
	+ Open mic between sets?
		- Comedians, singers
		- Sign up sheet
	+ Survey to public - Dick to work on
* Dogs?
	+ Consensus is no
	+ Must have more signage
	+ Advertise no dogs
	+ Maybe have entrances so we can enforce no dogs (Dick has No Dog signs)
* Planting daffodils in fall
	+ Campaign to plant around town/ main street
	+ Zamoiski’s to donate many bulbs
* Rides to Daffodil Daze - no
* Storage??
* Fake daffodils in planters around town
* Dress up area for pictures
* Donations to:
	+ Open Hearts Dinner
	+ Candor Resource Center?
	+ FreTail Store (free clothes) (Pam Spires)

#### Volunteers

* Coordinator/Committee:
* For above committees
* Actively recruit people to lead committees
* Better walkie talkies
* Lining fields
	+ Use string to make grid for layout (Bob's suggestion. Dick has his complete list)
	+ Bob Riggs
* Building Stage
	+ Bob Riggs has lumber & will help build stage
* Other field set up
* Pick Up Daffs from greenhouse
* Pick Up Straw
	+ Bob Riggs
* Pick up garbage cans
* Day of coordination
* Traffic Control -
* Parking
	+ Direct parking
	+ John’s group
* Transport to parking
	+ Sam’s golf cart
	+ Riggs’ side by side
* Vendor unloaders
* Vendor helpers
* Selling 50/50
* Picking daffodils
* electrical/bands
* Chamber table/merchandise
* Decorating - especially stages
* Clean up
* Coffee maker
* Security
	+ No dogs
	+ Have vendor vehicles off the field
	+ Endicott police - 2024
		- $15 food voucher
	+ Tioga County Sheriff $350 (Trevor Yaeger)
* Who?
	+ Need more!!
	+ Ask chamber members to volunteer in newsletter?
	+ Linda Wintermute, Nancy & Bob Riggs, Carol VanEpps
	+ John’s contacts - 4 for security
	+ School, students?
		- Key club, guidance counselor, athletic teams, government class
		- PTSA will help decorate
		- Jess & Maria asking
	+ UTV/ATV club
		- NO, They are having fundraiser at Legion the same day
	+ Boyscouts - (Joe Husband)
	+ Riggs for help on field
		- Mack (607-744-7773 ) will let Dick know
		- **Or someone else with a tractor in case vendors get stuck??**
		- Bob helping people get around
	+ Sam to help again w/ golf cart - offer pmt
	+ Misfits help w/ Parking in legion lot?
* Provide Volunteers
	+ Pot of coffee in morning & snacks (Suzanne will do coffee?)
	+ Waters
	+ Money for vouchers for food
		- $10 - 50 tickets
		- Maria to communicate w/ food trucks
		- Sign in /out get voucher
	+ Have food truck there early to do breakfast sandwiches & coffee
		- Runners to take food to vendors?
	+ Coffee - for volunteers & chamber
		- * Need cups & napkins
	+ Better staff vests, hats, etc (t-shirts don’t show when cold)
		- Tags
		- Some aprons and vests left
		- Vests - use while there & turn in - have 12
* Check - In
	+ Alphabetical list of vendors with field location
	+ Have vendors put their vendor spot in their window/dash when they pull in
	+ Get their license # (put make, model. License # on vendor app) , some vendors didn’t park in legion field
	+ Give handicap tag/sticker to vendors who need to be close