**Maplewoodstock 2024**

**Meeting Agenda – June 12th**

* Art vendor update – **Tarquin/Jamie**
	+ Status
		- We are in good shape with room to spare in layout: 62 paid, waiting for 15
		- Wait list at 20 or so
		- Need a deadline for payment: June 21 -24 (aligns with food vendors)
		- Need to send the logistics out and final payment notice – June 13/Tarquin
		- Friday night can set up tents if they want
	+ Park Layout
		- Still finalizing the map
		- Kevin, Tarquin and Jamie to meet on 6/13
		- Stagger arrival times for vendors
		- Need to buy flags to mark vendor spots - Susan
* Festival traffic flow and parking – **Tarquin/Jamie**
	+ Meet with police to finalize before the event – need meeting with police on parking
	+ Create a map with parking
	+ Need additional volunteers for parking 7am – 9am, 9-11am on Baker and Dunnell for Saturday
	+ Tentative Parking
		- Dunnell is 64
		- Infront of Civic is 20-27
		- Staff/Volunteers
			* Committee only – house left near walking path
			* Other Volunteers near civic house
		- Bands (We should have a volunteer directing them)
			* Unload on Oakview by bridge
			* Parking at Town Hall or on the filed
		- Production team
			* On grass near skate house (north field)
		- Food trucks
			* On Oakview towards Valley
		- Food and Art vendors: need 75
			* Unload on east field
			* Parking on Baker (b/w Valley and Dunnell) and allows 79 spots
			* Need “vendor only” parking passes – Tom?
			* Need: parking for vendor signage – Jim & signage team
		- Disabled/Handicap
			* Dunnell ear
	+ Need 3 spots for the raffle for tents
	+ Create a loop for unloading at tents and get cones to direct traffic
* Light Towers – **Tom** to follow up with DPW re: loans from county.
	+ 3 for Amphitheater
		- 1 at Oakview entrance
		- 1 at top of the hill
		- 1 near kids zone
	+ 3 for Vendor Village/Beer Garden
		- 1 at Oakview entrance
		- 1 near food vendors
		- 1 near second base
	+ DPW to turn them on when advised by us.
		- Vendor Village at 8pm???
		- Amphitheater during encores
* Food vendors – **Kevin**
	+ Applications are closed – 36 applied; accepting up to 30
	+ Resolved Lemon Bars (applied through art vendors first)
	+ They have been notified to pay; some email glitches being worked
	+ Kevin contacting everyone personally with payment link
* Kid zone – **Jamie**
	+ Art vendor team is helping
	+ Little Tumblez
		- Additional ticket / need to make sure it is clear these are separate – Jamie/Tarquin
	+ Awesome deal with Charlie
		- Questions for Charlie – what else is she bringing and will it compete with the other vendors / need to check - Jamie
		- When does she pay? Before or after? Ask for a deposit? Jamie and Brad to chat
	+ Atlantic Health truck in Kids Zone – tell them to arrive between 9am and 10am / almost behind the stage
	+ Mark the kids zone with paint – Jamie / Brad
	+ Add the archway and pennant flags - Susan
* Headliner updates – **Tarquin**
	+ All lined up
	+ Work to do on advancing – the riders – phone calls over next 2 weeks
	+ Production co will assist at no charge
	+ Hospitality Riders – Tarquin to go over riders
	+ We need to communicate the need for set list/lyrics – Tarquin to handle
	+ Need to check number of towels – do we need more - Susan
	+ Civic House is line-up for green room again.
	+ Tom and Tarquin to meet with 368 Management to finalize
		- Backline / Stage plots
* Other equipment/tents/etc – Susan/Brad to match up with the inventory sheet / review
	+ We have ordered the following – do we need to update?
		- 3 - 10 x 10 canopies
		- 1 - 20 x 10 canopy
		- 1 – 10 x 10 tent with sides
		- 8 – 6’ tables
		- 1 – 4’ table
		- 24 – folding chairs
* Merchandise update - **Jamie**
	+ Sales/Trends
	+ Inventory update
		- More to be ready next week
		- Ordered more of what was hot
		- $3200 of sales so far
	+ Bucket hats are ready (30)
	+ Baseball caps – we have some
	+ Need a phone call with Mitch - Tarquin
	+ Maybe get a few dozen additional hats - Tarquin
	+ Jamie ordering water bottle
	+ Onesies – Tarquin to order
	+ Beverages outside the merch tent – tall cans, 16oz, 80cents each. We have to buy 1040 cans. Gary to see if we can swap water donation from Greenway for more ice. Considering stuff that you could sell for $1. What else fun could we do?
	+ Band merch
* Band Meeting - **Tom**
	+ Tomorrow night 7pm – Civic House – need a key
	+ Who is attending – All. Gary and Jim could run as needed
	+ Backline list – need Tom
	+ Status of stage plots and lyrics
* Band Announcement Schedule (Attached) – **Tom**
	+ Please review and update – need to find google doc that was filled in – Susan to send
	+ Gary needs 3 spots to have sponsors to announce a band (slade, audi, farrell)
	+ On Sunday, at 7:30 break still do committee photo

* Volunteers – where do we stand - **All**
	+ Status of the online sign-up - posted
	+ Need more volunteers – is it too early? Remind those who have volunteered in past, remind in 2 weeks
	+ Jim reached out to CHS group – none so far
	+ Reach out to the volunteers in advance – give them some logistics
	+ Volunteers have a tent for them / marked
		- Have a cooler for volunteers to get water
		- Lanyards for volunteers
		- Where to put that tent
		- Possible tshirts
* Festival Aesthetics – **Susan**
	+ Beverages – one table to the right of stage close to kids zone; second at top of the hill on the arch (also welcome table)
	+ Colored tape, pennants, lights on posts
	+ Something to mark the vendors that goes up in the air – need to make it feel enclosed – Susan to investigate
	+ Agree to obtain inflatable archways at Dunnell and Oakview – Susan to obtain
	+ Ask Rick for a pilot for a smaller amount ($1500) / could we do just the lights from the top of stage
	+ Need to ask Rick for additional speaker options on the vendor field (Tarquin)
* Canopy – **Brad**
	+ Canopy set up option for $50
	+ Committee Canopies
		- 6 canopies for committee
	+ Building option for CHS alumni zone
* Raffle etc – **Brad**
	+ Filed for a raffle permit to state, then have to file from the town
	+ Must have a physical ticket
	+ Will be for $100 donation
* Possible disruptions - **All**
We have no knowledge of any planned protests but should be prepared and everyone should be aware of our options.
	+ Brad sent request to TC to discuss/meet
		- The mayor has requested a meeting with the Township Attorney.
		- Date: Friday 1pm
		- Attendees – Brad, Tarquin and Tom
		- Jim has put together possible talking points
	+ Decision to be made: What will we do if there is a disruption depending on severity? Need a decision on what we will do
* Finances – **Brad/Gary**
	+ Final Advertising numbers: $53, 875!!!! Only $500 left from Natalie
		- Expecting $6500 from Raffle and set up charge
		- Expecting $2k from beverage sales
		- Art vendors $22k sold
		- Food $22k
		- Band apps $3k
		- Slightly more conservative expectations on Merch and Beer
	+ Status of cash
		- Current balance
		- Headliner payments
			* Nation Beat
				+ $3,000 check to be send to **Avokado Artists**, 25 Juniper Road, Placitas, NM 87043 to arrive no later than July 13 (or $3,000 in cash day of event)
			* Remember Jones
				+ $4,500 Payment by Cashier's Check, Company Check, or ACH / Wire Transfer to Remember Jones – **PAYABLE to *Remember Jones Productions*** (Tax ID: 81-1064483) *immediately prior to performance.* ACH Routing #: 021200025 ACCOUNT: 3509919159 Domestic Wire Transfers: 121000248 Remember Jones Productions, 512 3rd Ave, Asbury Park, NJ 07712
			* Daniel Donato
				+ $1,300 Deposit to paid *prior to 5/29*

Deposit payable by WIRE TRANSFER to **MINT TALENT GROUP**Mint Talent Group, LLC, Account #750011799, at City National Bank, Routing: #122016066; Swift: CINAUS6L
Or Paid by certified / cashier’s check sent to: 2846 A. N Milwaukee Ave, Chicago, IL 60618, United States

* + - * + $11,700 Balance to be *paid on site*

Balance to be Paid by cash, money order or cashier’s check Payable to **DDE, LLC**. prior to performance or Artist will not perform

* + - Day of cash needs
			* Checks for bands ($150 for all except Tia - $500
* Vendor promotion
	+ Vendors and food on the website
	+ Jim to promote on social media once he has the lists of art and food vendors need to send him the first ones we already have paid
* Jiu Jiitsu sponsor wants to do demo – would need to buy a tent / not just banner at beer garden
* Memorial Park – pick up trash on the last Saturday of July / remind committee - Susan
* DPW – **need to see what the impact of the July 4 fencing, etc**
* Helen (name) – wants to paint and sell the paintings and donate to us
	+ Set up near sound booth ?
	+ Where do we put the auction spot – silent auction spot
	+ Need educational materials from her – Tarquin to discuss with her
	+ Give her a tent
* Kevin: Propose Danny as committee member; invite to Augst recap meeting
* Need further discussion of succession planning, including those who helped on the arts subcommittee
* Storage
	+ To be determined