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Office of the City Administrator

MEQUON FESTIVALS COMMITTEE
August 8, 2016
6:00 PM
South Conference Room
AGENDA

Call to Order, Roll Call

1. Approve minutes of the July 11, 2016 meeting
Action requested: review and approve
2. Staff Updates
 - a. Participants
 - b. Budget
 - Reimburse participant application fee
 - Volunteer appreciation
 - c. Sponsorship**Action requested: discuss and take action as needed**
3. Item for Discussion: Draft Emergency Action Plan
Action requested: discuss and take action as needed
4. Event Promotion
 - a. Event poster and locations
 - b. Placement of yard signs
 - c. News Graphic article**Action requested: review and approve**
5. Volunteer and Committee Member Assignments
Action requested: discuss and take action as needed
6. Event Schedule (draft)
Action requested: review and approve
7. Children's Area Update
Action requested: discuss and take action as needed
8. Future Agenda Items
9. Next meeting date and time
10. Adjourn



Dated: August 5, 2016

/s/ Vanessa Nerbun, Chair

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision making responsibility, although they will not take formal action thereto at this meeting. Persons with disabilities requiring accommodations for attendance at this meeting should contact the Deputy City Clerk at 262-236-2914, twenty-four (24) hours in advance of the meeting. Any questions regarding this agenda may be directed to the Administration Office at (262) 236-2941 Monday through Friday, 8:00 a.m. – 4:30 p.m.