



EVENTS WORKGROUP MEETING NOTES

DATE

- Tuesday, 6/19/2018

ATTENDANCE

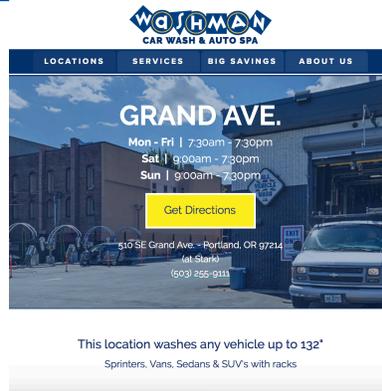
- Workgroup members
 - Armando
 - Elliot
 - Dawn
 - Kipp
 - Ani
 - Jill

6/19/2018 AGENDA

- Welcome & check-in & meeting guidelines
- Agenda review and additional items
- Events, outreach and co-sponsorships
- 50th birthday block party – task and status report
 - Permits
 - Production
 - Promotions
 - Hospitality
 - Outreach
 - After-party
 - Volunteer support
- Assign next tasks
- Next scheduled workgroup meeting
- Additional workgroup meeting in July
- Opens and next meeting details
- Adjourn

EVENTS, OUTREACH & CO-SPONSORSHIPS

- Follow-up on event proposal
 - KBOO Homecoming
 - Staff and other interested folks are floating an idea to hold a “Homecoming” of sorts for folks who have been but are no longer involved with the station
 - People to invite include people across the country
 - Plans for the event need to include enough time for guests to book flights/accommodations
 - Is KBOO still planning to extend invitations to the birthday block party event as part of the Homecoming activities?
 - No further update at this time.
 - The Events Workgroup is in support of the event and will assist as we are able.
- Fuzzy Boo
 - It's fair and festival season and soon you can spot Fuzzy Boo at summer events
 - Including the 50th Birthday Block Party
 - Fuzzy Boo needs another washing
 - Jill suggested the car wash at 510 SE Grand Avenue
 - <http://www.washmanusa.com/grandave.html>



- Previous events
 - June 2018
 - KBOO BIRTHDAY CAKE PARTY
 - The Plaza of the Oregon Historical Society
 - 1200 SW Park
 - Sunday, 6/3
 - Activities included
 - Live broadcast
 - Declaration of KBOO Day – 6/3
 - Termination point of Pedal-pa-looza
 - Cake potluck
 - Outreach
 - Music
 - **CONGRATULATIONS TO DAWN & the KBOO Development team**
 - Lots of hard work resulted in an amazing celebratory event for KBOO. THANK YOU and GREAT JOB!

- Upcoming events
 - June 2018 – *assistance still needed setting up and tabling during these events*
 - 26th ANNUAL GOOD IN THE HOOD FESTIVAL – live remote (Saturday)
 - Lillis Albina Park
 - 301 – 499 N Page Street
 - 6/22 through 6/24
 - Ani announced an additional event
 - 6/23
 - July 2018
 - 31st ANNUAL WATERFRONT BLUES FESTIVAL – live remote
 - SW Waterfront
 - 7/4 through 7/8
 - 38th ANNUAL CATHEDRAL PARK JAZZ FESTIVAL
 - Cathedral Park
 - 6819 N Salem Avenue
 - 7/20 through 7/22
 - PDX Pop Now
 - SE Portland
 - Under the Morrison Bridge?
 - 7/21 – 7/22
 - KBOO 50th ANNIVERSARY EXHIBIT CLOSING
 - Oregon Historical Society
 - 1200 SW Park
 - Sunday, 7/29
 - **August 2018**
 - **50th ANNIVERSARY BLOCK PARTY – live remote**
 - **SE 8th Avenue – between Ankeny and Ash**
 - **Saturday, 8/11**
 - **12pm until 10pm**
 - September 2018

- FALL MEMBERSHIP DRIVE
 - 9/6 through 9/22
- October 2018
 - GRASSROOTS RADIO CONFERENCE
 - Location TBD – Portland
 - 10/4 through 10/7
 - A committee to lead the planning has been formed
 - Volunteers are needed to assist in all aspects of coordination
 - Contact Ani if you're interested in helping out

50th BIRTHDAY BLOCK PARTY

- Task List & Status Update

PERMITS

TASK	STATUS	RESPONSIBLE	NOTES
Neighbor notification	<i>In progress?</i>	<i>Molly?</i>	<i>Buckman Neighborhood Association – complete. Neighboring businesses signature form- complete. Have we notified the landlord of the gym building-to hold beer garden in his parking lot?</i>
Site plan	Complete	Jill	Traffic, site and event plans
<i>Nonprofit Street Closure Permit</i>	<i>In progress</i>	<i>Jill</i>	<i>Pending Community Event Permit approval – PBOT</i>
Traffic plan	Complete	Jill	Approved by Portland Bureau of Transportation – PBOT
Fire Marshall Permit	Complete	Jill	Permit fee paid. Receipt received.



Noise Control Permit	Complete	Jill	Payment submitted, waiting to receive receipt
<i>OLCC Permit</i>	<i>Incomplete</i>	<i>Jill / Armando</i>	<i>Need to designate KBOO alcohol monitors – preferably staff. Once names have been added to the application it can be submitted.</i>
<i>PBOT Community Event Permit</i>	<i>In progress</i>	<i>Jill</i>	<i>6/20 is day 8 of an estimated 10-day processing time</i>

INSURANCE

TASK	STATUS	RESPONSIBLE	NOTES
Certificate of Insurance	Complete	Jill /MacRae	Naming the City of Portland as additional insured no less than \$1 million

SAFETY

TASK	STATUS	RESPONSIBLE	NOTES
<i>Contract Security Company</i>	<i>In progress</i>	<i>Kipp</i>	<i>2 professional security monitors on duty at all times for the duration of the event. 1 monitor in the Beer Garden area, 1 monitor moving throughout the guests. Secure date for services</i>
<i>Write job descriptions and requirements for supplemental safety positions for KBOO volunteers</i>	<i>Incomplete</i>	<i>Ani / Jill</i>	
<i>Recruit volunteers for safety roles</i>	<i>Incomplete</i>	<i>Ani / Jill</i>	
<i>Street closure signs</i>	<i>Incomplete</i>	<i>Wren?</i>	<i>Research quantity of “street closure” signs needed per intersection. Request formal quote and rent appropriate street closure signs.</i>

Barricades	Incomplete	Wren?	"Type 1" barricades needed on SE 8th Avenue at SE Ankeny and SE Ash. Request formal quote and rent appropriate barricades
Beer garden enclosure	Incomplete	Jill	Fencing? Stanchions? Ask rental company what other events have used. Request quote and rent enclosure.
Beer garden wristbands	Incomplete	Wren?	Source and procure 250 Tyvek wristbands (for 21+ guests)

PRODUCTION

TASK	STATUS	RESPONSIBLE	NOTES
Book performers	Complete	Kipp	The last performer has been booked. If there is extra money in the budget, Kipp has requested additional funds to compensate performers
Finalize schedule / line-up	Complete	Kipp	Line-up is ready for publication in all event promotions
Stage and sound platform rental	In progress	Jill	24' x 20' stage with adjustable height (4' x 8' risers) – include steps, no skirt. Delivery and setup required. Request formal quote and rent stage
Shade tents for stage and sound platform	In progress	Jill	Delivery and setup required
Sound requirements	Complete	Kipp	Meet with Engineer Tom to determine what KBOO can provide. Additional equipment required will be rented

Schedule live broadcast – 90.7FM	Complete	Kipp	Tom has been advised about 8/11 and has marked the event in his calendar
<i>Sound rentals</i>	<i>In progress</i>	<i>Kipp</i>	<i>Determine list of equipment to rent. Speakers, amps, microphones, turn tables, power cords, power cord covers, etc. Request formal quote and rent equipment.</i>
<i>Generator(s)</i>	<i>Incomplete</i>	<i>Kipp?</i>	<i>Determine power required for stage and sound equipment. Request quote and rent generator(s). Inquire about a ‘Ground Locator’?</i>

PROMOTION

TASK	STATUS	RESPONSIBLE	NOTES
Promotions plan	Complete	Kipp / Jill	Flyers and handbills, WW, Mercury, social media, KBOO website, KBOO newsletter, on air at 90.7FM
Press release	Complete	Jill	Press release language is complete and approved. Passed completed press release on to appropriate staff for distribution.
<i>Event artwork</i>	<i>In progress</i>	<i>Elliot</i>	<i>Elliot provided 3 options. Option #2 selected during June workgroup meeting. Elliot will add lineup and begin templates for newsletter, website, social media, etc.</i>
<i>Promotions calendar</i>	<i>Incomplete</i>	<i>Kipp / Jill</i>	<i>Determine when promotional materials need to be submitted and when the promotions will run</i>
<i>Produce flyers</i>	<i>Incomplete</i>	<i>Elliot / Kipp</i>	<i>Elliot will design flyers/handbills. Kipp will print for volunteer distribution</i>
			<i>Recruit volunteers to place flyers around Portland and to distribute</i>

Distribute flyers	Incomplete	Ani / Kipp	handbills at events and where possible
KBOO Newsletter article	Incomplete	Jill	Modify press release to meet requirements for newsletter – check in with Becky
Facebook event page	Incomplete	Jill / Jenka?	Jill to write content and details for event. Jenka to manage Facebook event page.
Social media posts	Incomplete	Elliot/ Jill / Jenka?	Elliot to design artwork, Jill to write content, Jenka to post
On-air promotional spot	Complete	Jill/Erin	Work with Erin to produce and program on-air promotion. Ani suggests Erin can work from the Press Release.
Volunteer t shirts	Incomplete	Elliot / Wren?	Elliot to design t-shirt – to be clearly marked KBOO VOLUNTEER. Wren to produce and obtain t shirts
Paid advertising	Incomplete	Jill / Becky?	Kipp and Jill reduced the original budget for paid advertising to accommodate WW and The Mercury only. Elliot to design artwork, Jill to write content, Becky to place advertising

HOSPITALITY

TASK	STATUS	RESPONSIBLE	NOTES
Food vendors	In progress	Armando / Ani?	Secure 2 food carts / trucks – with appropriate licensing – for event, Charge flat fee of \$150 for each vendor. Vendors receive proceeds from sales. Contract food vendors. Hot dogs – Kipp, Armando Mexican food and bbq

<i>Reserved parking permits</i>	<i>In progress</i>	<i>Volunteer?</i>	<i>For food vendors. On SE Ankeny (behind the stage) or on SE Ash (close to honey buckets)</i>
<i>Other vendors</i>	<i>Incomplete</i>	<i>Wren?</i>	<i>Ani – organic popsicles, shave ice, cotton candy, other? Contract for whole or part-day.</i>
<i>Beer and cider</i>	<i>In progress</i>	<i>KBOO staff / volunteer?</i>	<i>Make arrangements for Cider Riot to attend/serve cider at the event. Will Cider Riot also serve Hopworks beer. Work with staff to determine what, if any, kegs are still available. Arrange for beer transport to event.</i>
<i>Rentals</i>	<i>In progress</i>	<i>Jill</i>	<i>Tables, chairs, shade tents, Refuse receptacles, bike racks. Obtain quote and contract rentals.</i>
<i>KBOO to provide – other supplies</i>	<i>Incomplete</i>	<i>Volunteer?</i>	<i>Cups, table cloths, trash/recycling bags, duct tape</i>
<i>Honey Buckets</i>	<i>In progress</i>	<i>Armando</i>	<i>Bank of 4 honey buckets – or recommendation – to include 1 ADA unit. Quote has been received. Complete contract for rental.</i>

COMMUNITY OUTREACH

TASK	STATUS	RESPONSIBLE	NOTES
<i>Non-KBOO outreach</i>	<i>In progress</i>	<i>Kipp / Jill / ?</i>	<i>Who will oversee invitations? Print, email, social media? Who will develop table “requirements” – allotted space, KBOO amenities, etc.? Buckman Neighborhood Association, Ironside gym, other?</i>
<i>KBOO outreach</i>	<i>Incomplete</i>	<i>Ani</i>	<i>Table cloth? Outreach printed materials, membership materials, Café Press purchases, event banner,</i>

Merchandise and gear	Incomplete	Wren?	Volunteer t-shirts, sample merchandise, bigger banner for stage? give-aways. Order merchandise and gear.
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ACTIVITIES

TASK	STATUS	RESPONSIBLE	NOTES
Live Broadcast – 90.7 FM	Complete	Tom / Kipp	Tom has event date and times in his calendar and will schedule the appropriate support
Determine activities	Incomplete	Kipp / Jill / ?	Youth collective hosting recorded messages, microphone ring toss, album cover BINGO, music trivia, dunk-a-dj booth, corn hole contest, face painting, unicycle rides – just ideas. Fuzzy Boo rides.
Supplies for activities	Incomplete	Volunteer?	Secure youth collective for event. Obtain supplies/vendors for activities – contract face painter, fairy hair, rent/borrow corn hole set(s), secure KBOO dunking booth volunteers, etc.
Activity oversight	Incomplete	Ani / Volunteer?	Work with ani to recruit volunteers to set-up and monitor activities throughout the day.

VOLUNTEER SUPPORT

TASK	STATUS	RESPONSIBLE	NOTES
Oversight	Incomplete	Jill / Ani	Recruit volunteer managers – point people for assistance during the event. Volunteer managers will have full schedule of event and volunteer task assignments.
Schedule	Incomplete	Jill / Ani	Determine shift times and volunteers needed. Recruit and finalize schedule of volunteers. Plan for no-show volunteers.
Pre-event preparation	Incomplete	Jill / Ani	Recruit volunteers. Train volunteers. Errand runners prior to the event – cups, wrist bands, duct tape etc.

Permits	In progress	Molly / Jill	Traffic control plan, Fire Marshall permit, noise variance permit, OLCC permit, street closure permit, PBOT community event permit.
Insurance	Complete	MacRae / Jill	COI with City of Portland requirements submitted
Production	Incomplete	Kipp / Jill / Tom / Ani	Recruit volunteers, create volunteer task lists. Train volunteers. Stage managers, stage wranglers, Performer assistants, sound engineers
Promotions	Incomplete	Kipp / Jill / Ani	Print materials. Recruit volunteers, create volunteer task lists, train volunteers. Distribute flyers and hand bills. Determine distribution areas for flyers, assign neighborhood areas.
Hospitality	Incomplete	Jill / Ani	Recruit volunteers, train volunteers. Greeters/attendance, Rental managers, food/beverage managers, honey bucket managers, ongoing cleanup, pre-event setup, post event cleanup and pack out
Outreach	Incomplete	Jill / Ani	Recruit volunteers, train volunteers. Ambassadors for KBOO table, lobby greeters, tour-of-the-station guides.

AFTER PARTY

TASK	STATUS	RESPONSIBLE	NOTES
Venue	Complete	Kipp	Ron Toms has been secured for the after party
Entertainment	Complete	Kipp	DJs have been secured for the after party

KBOO supplies	Complete	Kipp	Bring-your-own turntables to Ron Toms. Kipp will borrow needed equipment from a friend.
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BUDGET

TASK	STATUS	RESPONSIBLE	NOTES
<i>Sponsorships</i>	<i>In progress</i>	<i>Armando / Eric / Jill</i>	<i>Making calls. Armando suggested print or email messaging so folks can consider the request without having to remember all the details. Jill has drafted the communication piece.</i>
Permit fees	Complete	Jill	Have 1 receipt (Fire Marshall) Awaiting receipts for other permits. Costs are on track with event budget.
<i>Rental quotes</i>	<i>In progress</i>	<i>Jill / Kipp / Wren</i>	<i>Quote remaining rentals. Check against budget and rent what is needed for the event. Proceed with contracts.</i>

- BLOCK PARTY LINEUP – 12pm until 10pm

12:00-12:45: Julie and the waves

12:45-1:15: PA/Lecture: Intro youth collective and historic members

1:15- 2:00: Grateful Buds

2:00- 2:30: Lecture (contact: bread and roses)

2:30 - 3:15: Zahira and Rising Buffalo Tribe

3:15 - 3:45: Lecture Pacific Underground

3:45 - 4:30: Bottleneck Blues band

4:30 - 5:00: Lecture (contact: Queerboo)

5:00 - 5:45: The Stops

5:45 - 6:15: Downtime DJ- salsa DJ

6:15 - 7:00: Los Supremos De Los Hermanos Flores

7:00 - 7:30: Ayatollah, King tim 33&1/3

7:30 - 8:15: Burial Ground Sound

8:15 - 8:45: Deena B

8:45 - 9:30: Rich Hunter

9:30 - 10:00: Mic Crenshaw

- AFTER PARTY LINEUP – 10:00pm until close
 - Dimsumz
 - DJ Ambush
 - Common Denominator
 - NorthernDraw & DJ ATM
 - Dr. Dakar
- VOLUNTEER SUPPORT
 - Ani and Jill will work to define roles and recruit volunteers for the days leading up to and the day of the event
 - Will the Board of Directors commit to assisting with the event?
 - At least in terms of acting as a KBOO ambassador throughout the day

OPENS & NEXT MEETING DETAILS

- Opens
 - No opens
- Upcoming meetings
 - **July meeting #1**
 - Date
 - Tuesday, 7/3
 - Time
 - 6:00pm – 7:30pm
 - Location
 - KBOO – 20 SE 8th Avenue
 - Studio 1
 - **July meeting #2**
 - Date
 - Tuesday, 7/17
 - Time
 - 6:00pm – 7:30pm
 - Location
 - KBOO – 20 SE 8th Avenue
 - Studio 1