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~~](mailto: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](mailto:wstaffor@cvcsd.stier.org)>
    - Confirmed for 2024, 12-2pm
    - $150 for two hrs
* Balloon guy-
  + Sir James Turner - [sirjames@twcny.rr.com](mailto:2023sirjames@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