

WPA Events Committee Meeting

Sept 8, 2013

11:00am-1:00pm

662 Palisade Ave.

Jersey City, NJ 07307

Meeting goal: To confirm all participants, volunteers and positioning for WPA Live 2013:

Items:

Budget update – Reconciled donations Katherine/ 15 Mins -11:00am

Publicity update

* Jersey Journal- 3 Ads 9/12, 9/20, 9/21
* ¾ page ads - $660 – Using Palm card and
* Hudson Reporter, Especialito-Full page color $600/ combined banner gutter +images of bands

Graphic design update

Staffing for the day

-Nick-Directing

-Vilma – Check in all day

-Mory/ Ron/ Peter/ Craig – Tents

-Katherine- Nicks helper

-Nick’s helpers – 2 Put up art walls

-Peter Basso

-Volunteers Need flyer hand out

- Ellen to help direct chairs and tables to arrive

-

Debrief meeting date Sept 29 at 185 Webster Ave 11-1 - ok

Confirmation/ discussion: Team / 60 Mins - 11:15am

Visual Artists/ Placement - OK

Bands - OK

Food Vendors – All but Cinco De Mayo confirmed

DIY Demos - ok

Verify Equipment needed (tents, tables) – 105 Chairs/ 30 tables

DIY Needs – Swaparama/ 4 volunteers, more clothes needed

 Mask Making – need milk jugs/

Community Tables - OK

St. Peters Volunteers – Nick to reach to Mary Kate

Flamenco Johnathon Fritz - placement – Placement next stage same as last year

Tango dancers placement – Hoboken Tango Lab – Waiting for response

Date of execution: Team/ 30 Mins – 12:15

Rolls/ Responsibilities - Confirm by this week.

Logistics – Positioning – Confirm this week.

Sign in – Need Wristbands, Sign in sheets

Confirm Final Layout - Confirmed

Attire – All to wear t-shirts – To be organized

Volunteers to get: T-Shirt, bag, water bottle, granola bar, sugar snack

Headsets - Nick, Mory, Katherine, Craig, Lisa, Terri, Wendy, Vilma, Bob Boudreau, Peter Basso.

First Aid/ Emergency – We have 1st aid kit

Final Action Items Team/ 5 Mins – 12:45pm

Adjourn 12:50pm –

Adjourn 1:43pm