

FACTORYVILLE BOROUGH CHRISTMAS MARKET COMMITTEE

August 26, 2025

WE WILL MEET IN THE FACTORYVILLE LIBRARY AT 6:15

1. Call to Order
  2. Roll Call
  3. Agenda additions (MOTION)
  4. Motion to accept July Minutes (MOTION)
  5. Goal:
    - a. Create a successful, stress free Christmas Market
    - b. Assure Christmas Market is self sufficient
  6. Dates:
    - a. Friday, Dec. 5, 2025 6:00 - 9:00
    - b. Saturday, Dec. 6, 2025 11:00 am - 6:00 pm
    - c. Sunday, Dec 7, 2025 11:00 am - 3:00 pm
- 

7. General Report

- a. Borough News
  - i. Sponsors Update
  - ii. Vendors and Food Updates
    1. Vendors - 58 - including food
    2. Food Trucks - 3
- b. Updates
  - i. Wreaths
    1. Dates to sell
    2. Online, in person
  - ii. Store fronts - Gary
  - iii. Tree - Beth to update next month
  - iv. Decorations
    1. Start date
    2. Sign up at meetings or sign up genius so we know who's coming
- c. Finances
  - i. Committee Needs - additions to running list
  - ii. Market Needs - additions to running list
    1. Do we need another tent or 2?
      - a. Welcome 2
      - b. Community Tent 2
      - c. These may be able to wait to be purchased to see if they are needed.
    2. Ink cartridge
    3. Lights
    4. Other
  - iii. Total Finances - \_\_\_\_\_

8. August / September Priorities

- a. Entertainment
- b. Finances / Budget

- c. Tree
  - d. Photo Ops
  - e. Decorations
  - f. Music
  - g. Advertising
9. Entertainment updates - Erika, Missy, Diane
- a. Music - Erika
    - i. Schedule of performers
    - ii. Cost
  - b. Santa - Missy, Erika
    - i. Schedule of performers
    - ii. Cost
  - c. Elf School - Erika, Diane
    - i. Tent costs from 2 or 3 providers
    - ii. Volunteers needed?
    - iii. Other
10. Advertising - Carleen and Michelle
- a. How many new signs needed
    - i. Yard Signs
    - ii. Billboards
    - iii. Vinyl Signs
    - iv. Order this week to ensure receipt by mid-September
11. Volunteer Update - Mieka and Patti
- a. List of places needing volunteers
  - b. Time Schedule
  - c. Sign up Genius
12. Committee Reports
- a. Parking (Beth O'Malley) - September
  - b. Entertainment (Erika Winklebleck) earlier on agenda
  - c. Decorating (Paulette Johnson)
  - d. Vendors (Patti McGonagle) earlier on agenda
  - e. Volunteers (Mieke Hunting) earlier on agenda
  - f. Finances (Leslie Litwin) earlier on agenda
  - g. Advertising (Michelle Ross and Carleen Sawkulick) earlier on agenda
13. Next month
- a. Vendor and Sponsor Updates
  - b. Entertainment Update
  - c. Decorating Plans and Timing
  - d. Advertising Plans
  - e. Parking
  - f. Tree Placement
  - g. Wreath Update
14. Adjournment (MOTION)

Next meeting - September 23, 2025 at 6:15 if needed