

FACTORYVILLE BOROUGH CHRISTMAS MARKET COMMITTEE

AGENDA

Feb. 25, 2025 6:15pm

1. Call to Order
  2. Roll Call
  3. Agenda additions (MOTION)
  4. Motion to accept January 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
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7. General Report
    - a. Review bylaws
    - b. Borough News
  8. March / April Priorities
    - a. Vendors
    - b. Finances / Budget
    - c. Map
    - d. Thank you notes for sponsors
    - e. Surveys for Vendors for after 2025 Market
  9. Vendors
    - a. Approve new registration form
    - b. Email former vendors to see interest in 2025
    - c. How to distribute
      - i. Email
      - ii. Text
      - iii. Facebook
    - d. Other
  10. Finances
    - a. Committee Needs
    - b. Market Needs
    - c. Budget
    - d. Running totals on SharePoint
  11. Map
    - a. Update map - count number of spaces
    - b. Place Food Truck spots
    - c. Santa in Elf School Tent?
    - d. Parks and Rec in 10 x 10?
    - e. other
  12. Committee Reports
    - a. Parking (Beth O'Malley)
    - b. Entertainment (Erika Winklebleck)
    - c. Decorating (Paulette Johnson)
    - d. Vendors (Patti McGonagle)
    - e. Volunteers (Mieke Hunting)
    - f. Finances (Leslie Litwin)
    - g. Advertising (Michelle Ross)
  13. Next month
    - a. Thank you notes for sponsors
    - b. Decide on surveys for vendors after the 2025 Market
  14. Adjournment (MOTION)

Next meeting - April 22, 2025 at 6:15 if needed