

Factoryville Borough Christmas Market Planning Committee

1/28/202⁵~~4~~ at 6:15pm

- 1) Call to Order (by Council Representative Elena O'Connor)
- 2) Nomination and Election of Chair
- 3) Nomination and Election of Vice-Chair
- 4) Nomination of Secretary
- 5) Christmas Market Committee Appointments
 - a. Parking (parking, road closures, etc.) (Beth O'Malley)
 - b. Entertainment (any/all "extras:" carriage, elf school, race. Santa, music, etc.)
 - c. Decorating (ideas, lights, etc.)
 - d. Vendors (relations, mapping, food/beverage, community tent, etc.)
 - e. Volunteers (merchandise, community, welcome booth, sign ups, etc.)
 - f. Finances (sponsorship, spending)
 - g. Advertising (signage, orders, promotions)
- 6) Brief 2024 Committee Reports (positives and/or changes for next year)
 - a. Finances
 - b. Parking
 - c. Décor
 - d. Food/Beverages
 - e. Santa
 - f. Music/Entertainment
 - g. Set up/Tear down
 - h. Elf School
 - i. Volunteers
 - j. Welcome Booth
 - k. Merchandise
 - l. Community Tent
 - m. Advertising
- 7) Needs for next year (purchases/communication)
- 8) Adjournment

Next Meeting: February 25, 2025 at 6:15pm, if needed.