

FACTORYVILLE BOROUGH CHRISTMAS MARKET COMMITTEE

July 22, 2025

NOTE MEETING LOCATION CHANGE

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 April 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. Borough News
 - i. Sponsors
 - ii. Vendors
 - b. Updates
 - i. Wreaths
 - ii. Store fronts – Gary
 - iii. Tree
 - iv. Decorations
 - c. Finances
 - i. Committee Needs – additions to running list
 - ii. Market Needs – additions to running list
 - iii. Running totals on SharePoint – Total Finances - _____
 8. June and July Priorities
 - a. Vendors email and responses
 - b. Finances / Budget
 - c. Map
 - d. Tree
 - e. Photo Ops
 - f. Decorations
 - g. Music
 - h. Advertising
 9. Entertainment updates – Erika
 - a. Music
 - b. Santa
 - c. Elf School
 10. Advertising
 - a. Pull out old signs

- b. Decide new signs needed
 - i. Yard Signs
 - ii. Billboards
 - iii. Vinyl Signs
 - 1. Sizes
 - 2. Placement
 - iv. How many of each to order
 - v. Contact Michelle

11. Food

- a. Food Trucks
- b. Little League
- c. Hatchet Jacks
- d. 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. Vendor and Sponsor Updates
- b. Entertainment Update
- c. Decorating Ideas
- d. Advertising Plans
- e. Other

14. Adjournment (MOTION)

Next meeting - August 26, 2025 at 6:15 if needed