

FACTORYVILLE BOROUGH CHRISTMAS MARKET COMMITTEE

March 25, 2025

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. Bylaws
 - i. Review
 - ii. Motion/Vote
 - 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