

11-3-08 Meeting Notes

Monday, November 3 at 6:00 p.m. at Starbridge. Recorded by Donna Shearer, Secretary.

In Attendance: Forest Hilyer, Tom Lamb, Mark and Donna Shearer, Kim Laramore, Carolyn Fletcher, Kristen Jordan, Nancy Hilyer, Murray Lamb, Jack and Patty Rogers.

Totally HemlockFest!

It's almost here and we're almost ready, but there are still a lot of last-minute things to do. If you have ANY time this week that you can come out to Starbridge and help before the festival, it will be greatly appreciated. Please check out the notes and needs below and the Preparation Time Line that follows. And then we hope to see everyone at HemlockFest!

Ticketing

- ✳ **Questionnaires** -- As part of the ticketing process this year, festival-goers will be required to complete a *very* short questionnaire to help us track the number and type of tickets purchased, the key sources from which they learned about HemlockFest, and the activities that interest them most. This information will help us in future years to target our advertising efforts for greatest impact, plan effectively for the ever-increasing attendance, and provide the most rewarding balance of interesting/informative activities, entertainment, and fun.
- ✳ **Other Entrants** -- Band members, arts and crafts vendors, food and beverage vendors, exhibitors and presenters, LC members and volunteers, and special guests will also go through the ticketing area to receive their tickets and/or passes, wrist-bands, and other materials. They will be required to complete a slightly different (but also very short) questionnaire so we can be better aware of all the folks who participate in putting on the festival. The ticketing booth will have a list of who is scheduled to come each day, although some variation is likely to occur.
- ✳ **Wrist-Bands** -- Color-coded wrist bands will be given to each person entering the festival to identify them as ticket-holders for a specific day or the whole weekend, as well as under or over 21 years old.

Program

- ✳ **For the Kids** -- Excitement is building for the Puppet Show and Kids Science Discovery Day. Contingency plans are being made in case of showers on Friday, but keep your fingers crossed and we might have a perfectly beautiful day! Kid-friendly activities in the evening are being broadened to include crafts, games, story time, videos, maybe more; Tom and Murray Lamb, Jack and Patty Rogers are finalizing the creative plans.
- ✳ **Printed Program** -- Draft was provided for review; any changes need to be sent to Donna Shearer before 10:00 a.m. Tuesday, 11/4 (donna@lumpkincoalition.org). Kim

Laramore volunteered to help with folding. Printed programs will be available at Ticketing and in the Program/Activity Information & Sign-Up Tent.

Food and Beverages

- ✳ **Green Initiative** -- Forest is continuing the effort to locate reasonably priced, compostable supplies (plants, cups, utensils, etc.) for our food vendors to use; the originally planned order of these materials could not be delivered on time.
- ✳ **Wine** -- For festival-goers who enjoy wine, the group chose two very nice varieties, a Chardonnay and a Merlot, that may be purchased by the glass.
- ✳ **Meal Tickets** -- Carolyn Fletcher is preparing "band envelopes" containing an appropriate number of meal tickets for each group, and Nancy Hilyer will also have a small supply on hand to offer to special guests.

Volunteer Coordination

Jack and Patty Rogers, Tom Lamb, and Kim Laramore (and possibly two other people) will share the position of Volunteer Coordinator over the three-day period. They will be in the Volunteer Tent where volunteers sign in and out for shifts, assign them to specific jobs or posts, provide instructions for carrying out their duties, and serve as the general "go to" people whenever volunteer help is needed. Volunteer Coordinators will have laminated instructions sheets for all or most of the volunteer jobs as well as a list (to be provided by Tom Lamb) of all the folks who have volunteered for each shift.

Recycling, Sanitation, and Safety

- ✳ **Recycling Stations** -- This year we will have 8 recycling stations located throughout the venue, each with printed signs above large waste barrels for glass, plastic, paper, aluminum, and trash. Volunteers will be assigned to monitor the barrels, remove full trash bags, and replace them as needed.
- ✳ **Porta-Johns** -- Groups of porta-johns and hand-wash stations will be located at several places throughout the venue. It is very important for these to be kept clean and well supplied at all times. The group decided that whenever we (LC members) visit one, we should check its condition as well as those around it. If one needs cleaning or re-stocking, we will either tend to it ourselves right then or let one of the Volunteer Coordinators know that a volunteer is needed. Volunteer Coordinators will know where the cleaning supplies and paper supplies are stashed.
- ✳ **Pick Up Your Poop** -- Dog owners will be requested to pick up after their pets. Plastic grocery bags will be provided at each recycling station for this purpose, along with a heavy duty trash bag for disposing of them.
- ✳ **Apples, Walnuts, and Other Hazards** -- As you walk around, keep your eye out for anything on the ground that might cause someone to stumble, especially if it might not be seen at night. Throw fallen apples or walnuts into the underbrush, kick stray gravel back where it belongs, position electric cords away from walkways, etc. If you see

something that needs tending, do it or let one of the Volunteer Coordinators know about it.

LC Volunteers Still Needed

- ✳ **Lifeguards** -- At least 5 volunteers are needed for lifeguard duty to ensure the safety of paddlers on the lake during daylight hours on Friday afternoon, Saturday, and Sunday. Lifeguard training is desirable but not essential. Please contact Forest Hilyer directly if you can help out (forest@lumpkincoalition.org).
NOTE: Life jackets will be provided for each boat; persons 12 years or younger are required to *wear* them; no swimming or boating will be permitted after dark.
- ✳ **Sign Painters** -- Please come out Tuesday and/or Wednesday to paint signs for various areas and activities. We'll supply the paint and brushes.
- ✳ **Puppet Show** -- We still need a few more volunteers for the Big Puppets. Please contact Bob Billings directly at suebob30531@yahoo.com. Puppet training will be held at Starbridge on Friday morning, November 7.
- ✳ **HemlockFest Take-Down and Put-Away** -- We really need folks to help on Monday and Tuesday after HemlockFest with take-down and put-away. It will be important to inventory all of our belongings and pack them away in an organized manner into storage. Please make an effort to help out on Monday and/or Tuesday. There is a place to sign up on the [Volunteer Sign-Up page](#).

Items and Materials Still Needed

- ✳ **Band-green tent** needs end tables, coffee table, lamps, and throw covers. Please, lend only items that are not overly important to you. We do our best to return them in the same condition we received them or better, but...you get the point. 😊 Contact Carolyn Fletcher at care10683@yahoo.com or Kelly Bonner at thegish@msn.com.
- ✳ If anyone has **firewood** to donate for the festival or wants to help cut, split, and/or transport wood, please get in touch with Basil Bonner (basilb69@msn.com).
- ✳ **Donations for the Silent Auction** are needed. Please bring them to Silent Auction tent at the venue, preferably Thursday afternoon or Friday morning. All donations are tax-deductible. Please contact Neville Harris (nlharr9485@student.ngcsu.edu) if you have any questions.
- ✳ **Laptops** are needed for HemlockFest. Jack & Patty Rogers, Neville Harris, and Sarah Osicka have all offered to bring theirs for use or backup.
- ✳ A **PowerPoint projector** is needed for HemlockFest. Neville has offered hers. We should have another handy as a backup.
- ✳ Other items needed -- please label anything you want back with your name and phone number.
 - ◆ **Tiki torches and tiki oil** (or lamp oil)
 - ◆ **Fire bowls** for stage field fires
 - ◆ **Walkie-talkies** or two-way radios (with batteries)
 - ◆ **Kerosene heaters** (clean burning)
 - ◆ **Kerosene** (K-1 or odorless)

- ◆ **Propane heaters**
- ◆ **Propane tanks** (full)
- ◆ **Wheel barrows** (2 sturdy ones for hauling firewood)
- ◆ **Outdoor extension cords** (heavy duty)
- ◆ **Beer keg covers**, moving blankets, insulated blankets
- ◆ **CO₂ tanks** (5, 10, 15, or 20 lbs - full please)

Preparation Time Line

Tue. 11/4	<p>Gold City Landscape Supply will deliver a dump-truck load of mulch to Starbridge in the morning.</p> <p>Neville Harris, Kim Laramore, and Forest will meet at the venue at 4:00 p.m. to mark out vendor locations.</p> <p>HemlockFest 2008 t-shirts should be ready for pick-up; Tom Lamb will verify.</p> <p>Election Day -- please vote!</p>
Wed. 11/5	<p>Tents will be put up at venue starting at 12:00 noon. They must be staked to iron rebars and tied to prevent wind damage. WE NEED ALL THE HELP WE CAN GET ON THIS DAY.</p>
Thur. 11/6	<p>Final preparations will be made for festival. Sound gear and lights, tables and chairs will be delivered.</p>
Fri. 11/7	<p>HemlockFest begins at Starbridge: Kids Science Discovery Day 9:00 - 11:30 a.m. Puppet training in the morning at Starbridge. Training for Kettle Corn Stand at 1:00 p.m. Gates open to public and music starts at 3:00 p.m.</p>
Sat. 11/8	<p>HemlockFest in full swing.</p>
Sun. 11/9	<p>HemlockFest over at 5:00 p.m. Take-down activities begin at 5:30 p.m.</p>
Mon. 11/10	<p>Take-down completed and items returned to storage. All campers and vendors must be on their way.</p>
Tue. 11/11	<p>Final clean-up and walk-through (assisted by the Dahlonge Skate Club).</p>
Sat. 11/22	<p>After-fest potluck party and review at the Hilyer house at 6:00 p.m.</p>