



EVENTS WORKGROUP MEETING NOTES

DATE

- Monday, 11/18/2019

LOCATION

- KBOO – Studio 1

ATTENDANCE

- Radhika
- BreAna
- MacRae
- Kathryn
- Sharon
- Jill

11/18 AGENDA

Book & Record Sale

- Task list
- Donations
- Promotions
- Schedule
- Volunteers
- Next steps

BOOK & RECORD SALE

Donations

- Donations continue to arrive at the station
 - Sorting parties will be held weekly until the event
 - Fridays from 5pm to 7pm
 - KBOO – Studio
 - Transfers to offsite storage will happen (at least) weekly until the event
 - Mondays from 3pm to 5pm
 - Transportation from offsite storage to Jupiter NEXT
 - Jill will reserve moving truck
 - From Friday, 12/20 through Sunday, 12/22

- KBOO still needs *more* donations to make the event a success
 - Note from 11/11 to increase airplay for donation request spots
 - Note from 11/11 to send spot to open signal – Katmeow

Promotions

- Press release
 - The press release has been updated with the new date and location information

- Other promotions
 - Update with new date/location information
 - On-air spot
 - Website
 - Newsletter
 - Social media
 - Print advertising
 - 3-week ad in The Portland Mercury

- Co-sponsorships
 - MacCrae has reached out to some of the nonprofits that recorded spots at the Art Walk to see if they are interested in co-sponsoring the Book & Record Sale.
 - Using the co-sponsorship guidelines listed on KBOO.fm

Schedule

- Timeline
 - 11am – 12pm “First-peek” hour for KBOO members only?
 - 12pm – 8pm Book & Record Sale
 - Raffles
 - Name that tune?
 - Music trivia?
 - Kid’s corner?
 - 8pm to 10pm Dance party
 - Staff holiday party
 - Celeste will conclude the festivities with a grand finale set until 10pm

- Live remote
 - No live remote although KBOO will have volunteers at the event with ZOOM recorders to interview customers and guests



Volunteer support

- Volunteer orientation
 - Members of the Events Committee will attend the December Volunteer Orientation to recruit help for the Book & Record Sale
 - And for the committee in general

NEXT WORKGROUP MEETING

When

- Monday, 11/25/2019

- Time 5:00pm – 6:00pm

Where

- KBOO – 20 SE 8th Avenue

