



EVENTS WORKGROUP MEETING NOTES

DATE

- Monday, 11/11/2019

LOCATION

- KBOO – Studio 1

ATTENDANCE

- MacRae
- Kathryn
- Jill

11/11 AGENDA

General

- Committee support

Book & Record Sale

- Location
- Date
- Donations
- Promotions
- Schedule
- Co-sponsorships
- Name

GENERAL

Committee support

- Allison's last day with KBOO is this week
 - MacRae will check in with the interim Station Managers to see who will take over Allison's Development work for the Book & Record Sale.
- The Events Committee can use additional support between now and Saturday, 12/21
 - See Task List
 - Staff support
 - Volunteer support

BOOK & RECORD SALE

Location

- (Jupiter) NEXT
 - E Burnside – between SE 9th and SE 10th Avenues
 - 2nd floor event space

- Details
 - Cost
 - Free
 - Good neighbor discount
 - Bar
 - Operated by NEXT
 - On same floor as event space and mingling area
 - Accessibility
 - Located around the corner from KBOO
 - Loading area to move donations to sale area
 - Space
 - Ample room for book & record sale, dance party and other activities
 - Furniture provided in event space
 - Tables
 - Chairs

Date & Time

- Saturday, 12/21

- 12pm until 10pm

Donations

- Donations are arriving at the station
 - Transfer to off-site storage scheduled for the end of this week

- KBOO needs *more* donations to make the event a success
 - Increase airplay for donation request spots
 - Send spot to open signal – Katmeow

Promotions

- Jill will update the promotions calendar with the new event date

- Jill will update the press release with the new event date



- Update promotions with new location and date
 - Website
 - Newsletter
 - Social media
 - Flyers

- New ideas
 - New members receive first 6 months of membership for free
 - Guests who purchase \$40 in books, records and other sale merchandise receive a free KBOO tote bag
 - Giveaways
 - KBOO bookmarks

Schedule

- Live remote
 - Follow regular Saturday programming with special selections from the Book & Record Sale
 - Live DJs? Call-ins?

- Other activities
 - Bake sale
 - Kids' corner
 - Face painting
 - Wintergrass raffle
 - KBOO merchandise table
 - Name that tune
 - Music trivia
 - Story time
 - Dance party
 - Staff holiday party

- Celeste will conclude the festivities with a grand finale set until 10pm

Co-sponsorships

- MacCrae suggests reaching 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.

Event name

- Is this event still a Book & Record Sale?
- Is this event an end-of-year KBOO celebration?
- Ideas? Suggestions?



NEXT WORKGROUP MEETING

When

- Monday, 11/18/2019
- Time 5:00pm – 6:00pm

Where

- KBOO – 20 SE 8th Avenue

