



EVENTS WORKGROUP MEETING NOTES

DATE

- Monday, 10/28/2019

LOCATION

- KBOO – Studio 1

ATTENDANCE

- Radhika
- Allison
- Jenna
- Kathryn
- Arthur
- MacRae
- Sharon
- Jill

10/28 AGENDA

Art Walk

- Details
- Give!Guide party
- Artists
- Musicians
- On-air spots for nonprofits
- Refreshments
- Pre-Art Walk check list
- Volunteer needs

Book & Record Sale

- Location update
- Date TBD
- Review task list

ART WALK

Details

- When
 - First Friday – 11/1
 - 6pm – 9pm

- Where
 - KBOO
 - 20 SE 8th Avenue

Give!Guide event at The Jupiter NEXT

- First Friday – 11/1
 - 5pm – 7pm
- KBOO is required to have representation at this Give!Guide event.
 - KBOO Events Committee (and other?) staff will attend on behalf of the station
 - Allison clarified that KBOO *can* recruit Give!Guide party guests to KBOO's Art Walk event around the corner
 - Allison and Sharon will hand out flyers at the Give!Guide party inviting them to record their 2, free on-air spots at KBOO
 - Allison will make flyers

Artists

- Artists have been secured
 - Artists will begin setup the afternoon of Friday, 11/1

Musicians

- Perform in Studio 1
- 1 hour set each
 - Kayla
 - Duet: Jay and Jeffrey
 - Matt

On-air spots for nonprofits

- KBOO is offering 2 free, on-air spots to nonprofits the night of the Art Walk – 11/1
 - It is an opportunity to help maximize their Give!Guide support
- KBOO is offering an 30% underwriting discount in November if the nonprofit is interested in purchasing additional air coverage.
 - Materials will be available for nonprofit representatives to take with them
- KBOO will collect visitors' contact information

Refreshments

- Allison will handle the cider and wine
- MacRae will obtain light snacks and n/a beverages and transport them to KBOO
 - Late Friday afternoon
- Food and beverage offerings to include
 - Mediterranean platter

- Cheese and crackers platter
- Chips and dip
- Sparkling water
- Cider
- Wine

Pre-Art Walk check list

- Flyers for Give!Guide party
- Underwriting materials
- Merch for merch table
- Check on quantity of cups
- Refreshment table
 - Serving platters?
 - Plates/napkins?
- Studio 1
 - Move Book & Record Sale donations to storage
 - Clean carpets
 - Hanging art
 - Jeanne looked into a hanging wire system to present art

Volunteer needs

- Set up
- Station Tours
- OLCC server
- On-air spots
- Clean up

- Food and beverage offerings to include
 - Mediterranean platter
 - Cheese and crackers platter
 - Chips and dip

- Sparkling water
- Cider
- Wine

BOOK & RECORD SALE

Location Update

- Lagunitas – and its community room – closed
 - The Events Committee (Allison) is exploring possible venue options

Date TBD

- Current event date may change
- KBOO wants to hold the Book & Record sale before the end of 2019

Task List

- We ran out of time before getting into the task list
- Much is on hold due to location and date still TBD

NEXT WORKGROUP MEETING

- When
 - Monday, 11/4/2019
 - Time 5:00pm – 6:00pm
- Where
 - KBOO – 20 SE 8th Avenue