



EVENTS WORKGROUP MEETING NOTES

DATE

- Monday, 10/21/2019

LOCATION

- KBOO – Studio 1

ATTENDANCE

- Radhika
- Allison
- MacRae
- Sharon
- Jeanne
- Jill

10/21 AGENDA

Art Walk

- Give!Guide and The Jupiter
- Artists
- Promotions
- Refreshments
- Free spots for nonprofits
- Volunteer needs

Book & Record Sale

- Review task list
- Review promotions calendar



ART WALK

Give!Guide event at The Jupiter NEXT

- First Friday – 11/1
 - 5pm – 7pm

- KBOO is required to have representation at this Give!Guide event.
 - Allison will attend on behalf of the station,
 - Allison will clarify whether KBOO can recruit Give!Guide guests to KBOO's Art Walk event around the corner

KBOO space planning

- Studio 1
 - 2+ artists and artwork
 - Including an artist using a projector

 - Live music
 - Not scheduled yet.

 - Allison is looking for something “unplugged”/acoustic to be considerate of talk program live in adjacent studio
 - Sound bath?
 - Acoustic banjo?

 - Hanging art
 - Jeanne will look into a hanging wire system to present art

 - Refreshment table

 - KBOO merchandise table

 - Give!Guide table

 - What to do with the piano??

 - Arrange to move all Book & Record Sale donations to storage by 10/31.
 - Jill will check out storage option before we contract with A-1 Storage

 - Book transfers may be able to begin this week

 - The Events Committee will meet at KBOO at 4pm on Friday, 11/1 to set up for the Art Walk
 - Especially to work on arranging Studio 1

Artists

- Enough artists have agreed to show their work at the Art Walk
 - KBOO can make *some* space in the hallway for another artist if opportunity arises
- It would be great if artists begin to hang art and make noise starting at 4:00pm during Democracy Now!
- One artist will use KBOO projector
 - Jeanne will work with Arthur to replace bulb
 - Jeanne will work with Arthur to mount projector in Studio 1

Promotions

- Facebook event page
- KBOO website
- On-air
- Newsletter
- Flyers/handbills
 - Jill will reach out to BreAna to inquire about volunteers that can pass out flyers/handbills for the Art Walk the entire week of 10/28

Activities

- Record on-air spots for nonprofits
 - With additional underwriting opportunities
- Station tours
- Raffle
 - The committee discussed the possibility of having 2 raffles
 - KBOO
 - Jeanne is going to design/create something special, 1-of-a-kind, KBOO apparel item for the raffle
 - Something that will not be for sale at the KBOO merch table or anywhere else
 - Art
 - Allison is going to ask an artist(s) to donate art for a raffle

Refreshments

- MacRae will handle refreshments
- New Seasons
 - Complete online donation request form
- Alternative – coop
- Food and beverage offerings to include
 - Mediterranean platter
 - Cheese and crackers platter
 - Chips and dip
 - Sparkling water
 - Cider
 - Wine

Volunteers

- Week of the event (10/28)
 - Flyers
 - ?
 - Move Book & Record Sale donations to storage
 - 2-4 people?
- Day of event
 - Setup / cleanup
 - 2-4 people?
 - Station tours
 - 2-4 people?
 - On-air spots
 - ?
 - Hospitality rovers
 - 2-4 people?
 - Monitor food, trash, etc.
- Jill will send this outline to BreAna and Allison to edit/update appropriately

BOOK & RECORD SALE

Task List & Status Report

- Refer to Task List document update 102119

- Notes of note
 - Wintergrass ticket giveaway
 - To help promote the event

 - Storage facility
 - Sharon found a facility for KBOO to use for donations
 - NE 7th and NE Grand
 - \$89.50 for 3-month contract

 - Jill will check out space on Tuesday, 10/22 before KBOO completes the agreement
 - Jill will inquire about underwriting again

NEXT WORKGROUP MEETING

- When
 - Monday, 10/28/2019
 - Time 5:00pm – 6:00pm

- Where
 - KBOO – 20 SE 8th Avenue

