

Village of Downs FY2020 Events Plan

Prepared by Events Committee

2/14/2019

Village of Downs FY2020 Events Plan

Summary

This following document was created to provide an overview and budget of the planned events for the Village of Downs. This plan was developed by the Events Committee to be submitted for review by the Village Board in March and adoption in April for each fiscal year. Once approved by the Village Board the budget information will be used to create a fund for tracking and recording all income and expenses for each event.

Solicitation of volunteers for the sub-committees will be put into the Village flyer and Events Facebook page. The Event Committee would like to ask the Village Board to be involved and support at least one or more events. Sub-committees will be responsible for all aspects of the event in which they represent. The Events Committee reserves the right to run any event without forming a sub-committee and to cancel an event due to lack of help.

Mission

The mission of the Events Committee is to provide a mix of events within the Village of Downs that will attract surrounding subdivisions and communities into the Village of Downs.

Goals and Objectives

1. Form an Event Committee made up of Tri-Valley community members to prepare and perform the following:
 - Create and submit for Board approval in April a fiscal year plan of events and budget
 - Create events that will be self-sustaining through donations and revenue without the use of tax payer dollars.
 - Solicit volunteers and form sub-committees for events as warranted. The Events Committee may decide to perform or run events themselves without creating a sub-committee.
 - Oversee the execution of events and modify or delete events as warranted.
2. Solicit tax-deductible donations for the Event Fund

Fiscal Year Events

The following describes each planned event at a high level. Further details and changes will occur during final planning by the committee or sub-committee in charge of the event. Budgets have been

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estimated based on last year's expenditures and revenue. Some events have been eliminated due to lack of participation or they were merged with something else.

1. **Garage Sale Day** – This event will be expanded due to feedback and will be held twice: (1) May 3rd and 4th to hopefully be the first garage sale weekend of the year for the area and (2) June 7th and 8th to accommodate the teachers and school getting out.
2. **Dooley Park Car Show** – This event will be held Sunday May 19th in Dooley Park from 11 am – 3:00 pm. Registration is 11 am – 1:00 pm and awards at 3 pm. There will be no rainout date.
3. **Village Cleanup Day** – This event will be held on June 8th with the specific purpose of being after the last garage sale weekend. We hope to have containers for garbage, recycle, electronics, batteries, tires (extra fee). This year will come pick up for a donation.
4. **Movie in the Park** – This event will be a single movie shown on Saturday, June 8 at dusk. The movie will be shown by the basketball court, outdoor in Dooley Park. If it rains, the movie will be moved inside the pavilion. Movie to be announced.
5. **Freedom Run and Independence Day Celebration** – This event will be the first of two large events for the Village. This year will be a one-day event. The Freedom Run will also be tied to this event and run the weekend before the 4th, which is Saturday, June 29th.
6. **Pig'n Out** – Park/Backyard BBQ, Chili, Bake sale and Craft fair in the park during September 14th with a rain date of the September 21st. Event is subject to coordinator availability. Details to come at a later date.
7. **Downs Fright Fest** – This event will be the second of the two large events. This event will be every Friday and Saturday in October until Halloween. The Un-Haunted House for kids will be on October 27th.
8. **Christmas in Downs** – This celebration event starts after Thanksgiving and continues through the end of the year. There will be a sub-committee in charge of the Dooley Park Light display. Cookies with Santa will take place on Saturday, December 7th and Sunday December 8th for 3 sessions.
9. **Easter Breakfast and Egg Hunt** – This event will be hosted in Dooley Park on the Saturday around Easter and will involve the areas Churches. The Event Committee will host a family breakfast before the egg hunt in the park. Location is planned to be held at Lucky 7's.

Advertising

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The advertising booklet will start with the solicitation letter to areas towns, residents and businesses for advertising, sponsorships and donations. The letter outlines the purpose of the Event Committee and Funds. It will list each event with the total expense budget. The second page of the letter is the order form for sponsorships, advertising and donations (see Exhibit B for a sample letter). We have expanded the sponsorships to cover Fright Fest because these are the two events which we will produce the advertising books.

The Events Committee added a Facebook page and will be adding a website for information and promotion of needed and activities. <https://www.facebook.com/groups/DownsEvents/> Other advertising will be as budget allows and is not limited to radio, newspaper, flyers, newsletters, mailers, Spotify, BN Visitors and Conventions Bureau and banners.

Event Details

Summary and detailed event budgets can be found in Appendix A of this plan.

Garage Sale Day – This event will be held May 3rd and 4th to hopefully be the first garage sale weekend of the year. A second weekend of June 7th and 8th has been retained based on feedback.

Dooley Park Car Show – This event will be held Sunday, May 19th in Dooley Park from 11 am - awards at 3pm. There isn't a rainout date. The event budget is \$1,000, which includes Dash Plaques, Trophies & DJ for music. Local groups will be asked to provide food as a fundraiser. The car show should be promoted in the village newsletter, other area car shows and Events Facebook page as a *Family Friendly Event* during the months of March, April & May. We will also take advantage of free website advertising available on our Facebook page, local media, Bloomington-Normal Area Convention & Visitors Bureau, Twin City Cruisers, McLean County Antique Automobile Club, The Car Community and JD's DJ Service.

Village Cleanup Day – This event will be held on June 8th purposefully scheduled on the last garage sale day for the Village. The Village will have a central location for residents to come drop off items. Location will be on the East corner of Seminary and Franklin Streets. Services will be announced closer to the event, but last year we had garbage, metal, electronics, battery, and tires (extra fee). We will do home pickup this year, if requested, but ask for a donation to the events fund in return.

Movie in the Park – This year we will limit the event to a single movie shown in Dooley Park at dusk on June 8th. If it rains, the movie will be moved inside the pavilion. Free Popcorn, snacks and other refreshment will be available. Bring your own drink, lawn chair, blanket, get comfortable and enjoy a family friendly movie. The park road will be closed to eliminate any disturbance during the movie time. We will seek corporate sponsors to help offset the license cost if needed. Goal is this will be a no cost family event. Each movie costs ~\$325 to rent and show. Performance license must be obtained for each movie: <http://www.criterionpicusa.com/about-criterion-pictures/copyright> or <http://parks.swankmp.com/LicensingProcess>

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Freedom Run and Independence Day Celebration – This event will be the first of two large events for the Village. This year again will be planned as a one-day event but could be expanded based on volunteers and funding. The Freedom Run will also be tied to this event and ran on the weekend before the 4th, which is June 29th.

The Event Committee will ONLY do the following for this event:

- 1) Plan and coordinate the parade - The parade will start at noon and will follow the same parade route as last year but will cut thru the park to avoid the bottleneck experienced with the expansion of the parade participants. The Park road will be closed after the parade, except for the parking areas. Washington St will also be closed from Lincoln to Woodlawn after the parade. Grand Marshal nominations need to be solicited starting in February thru June 1, 2019. If a nominee doesn't have the majority of votes, the Village Board of Trustees will decide.
- 2) Contact and secure all Food Vendors
- 3) Contact and secure all Entertainment (i.e. Bands, DJ) - Bands chosen will be local and which provide quality entertainment at a fair price. We will look to secure a variety of music style to appeal to as many as possible.
 - a. 10 am – 2 pm: DJ – Palma Entertainment
 - b. 2:30 – 3:30 pm: TV High School Band
 - c. 4 – 7 pm: Kyle Yap and Dan Hubbard
 - d. 7 – 10 pm: Scott Marek Band
- 4) Contract and coordinate fireworks - The Village will use the same company that was contracted in 2017 under a 3-year agreement. This year fireworks are \$10,500. Fireworks contract should be signed by March of each year if we don't have a multi-year contract. The Village pays \$3,500 of the fireworks each year. The remaining will be funded through donations, fundraisers and/or admissions. Goal is to not use any dollars from the Village to fund this or any event, except for the fireworks.

Funding for this event has always been a challenge due to the large expense of entertainment and fireworks. Help is needed for donation collection before and on the day of the event.

** Additional activities can be planned by other groups or organizations and is encouraged.

Coordinators for the sand volleyball tournament may be needed this year. 3-on-3 basketball tournament and shooting contest was not held last year because of lack of entries. Entry fee being too high was cited as the reason for the low turnout. Prior years have been sponsored by Rickie Johnson Instructional Basketball. Last years coordinators have returned for the Freedom Run 5k, 1-mile walk and Kids Fun Run. This event will take place on June 29th.

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Pig'n Out – Park/Backyard BBQ, Chili, Bake sale and Craft fair in the park during September 14th with a rain date of the September 21st. Event is subject to coordinator availability. Details to come at a later date.

Downs Fright Fest – This event will be the second of the two large events. Downs Fright Fest is a self-funding event through admission costs of the Haunted House.

Dates: 10/4, 10/5, 10/11, 10/12, 10/18, 10/19, 10/25, 10/26, 10/27.

Times: 10/4, 10/5, 10/11, 10/12, 10/18, 10/19, 10/25, 10/26 will be 6:30PM - 10:30 PM. 10/27 will be 1:00 PM – 3:00 PM.

Admission: \$7.00 regular, \$12.00 fast pass, \$2 Student discount nights TBD

Additional details: Park activities will run all dates except 10/27 (un-haunted version). Hayrack ride will be every date.

Park Activities:

- Start/End Hayrack ride
- Food for sale – provided by Downs CIA
- Ticket Sales

Oct 27th 1:00 – 3:00 Un-Haunted Lights on – Free activities for kids, turn on all lights, pass out candy/small toys for each child, hayrack rides.

Christmas in Downs – This celebration event starts after Thanksgiving and continues through the end of the year.

The Events Committee will ONLY be doing the following for this event:

- 1) Put up banners and flags down Seminary and Washington Streets. Once downtown sidewalks and lighting are remodeled, we will plan for additional lighting in this area.
- 2) Decorate McManus Park with their provided light displays.
- 3) Hold a “Cookies with Santa” with an extra hour added to each session to accommodate the increase in attendance. The sessions will be 9 am-12 pm and 4-7 pm on Saturday December 7, 2019 and Sunday December 8, 2019 from 1-4 pm. It will include refreshments; professional photo and your son/daughter or family will get a photo and letter from Santa. Donations are accepted.
- 4) House Lighting Contest will have two categories: People’s Choice and Committee Choice. To enter the contest, you must submit your entry by Thanksgiving. Entry forms will be available at the Village Hall, Village website and newsletter/flyer. Contest starts the day after Thanksgiving - midnight on 12/18/2019. Committee Choice will offer prizes for 1st, 2nd and 3rd place as determined by the Events Committee. Criteria for the determining the winner is based on a scoring system in Appendix C. Scores will be tallied, and winner declared at the Special Events Meeting on December 19 at 6:30 pm. The People’s Choice Award is a single winner determined by the entry that earns the most in donations for Christmas decorations

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in the park. Donations can be dropped into vote buckets or sent to the Village Hall in a sealed envelope. People's Choice will also be tallied at the December 19, 2019 meeting.

A sub-committee has volunteered to coordinate the design, installation and removal of the lights in Dooley Park. They have provided the following:

Overview: 2019 Dooley Park Christmas decoration effort:

For decades' community residents, have enjoyed the Dooley Park Christmas lights & decorations. Maintenance of the displays and decorating the park has always been on a voluntary basis and funding based on donations.

This year's endeavor will be coordinated by the '*Christmas Lights in the Park Subcommittee*'. The November work day schedule will be 11/3, 11/4, 11/10, 11/11, 11/17 & 11/18. Dooley Park pavilion will not be available for rental on these dates as the subcommittee will need a place to stage lights & displays, provide food & refreshments and have restrooms available. The work time on those days will be from 9am to 3pm.

The subcommittee will must have a minimum of 15 volunteers and its essential resident's support the endeavor. Volunteers are encouraged to assist as their schedule allows – Even if only for a few hours! Without community support the park will not be decorated. Basically, the light display will ONLY be as good as the volunteers which help.

Anyone who would like to participate in the subcommittee or volunteer can sign up at the Village Hall, email: DownsVillageHall@hotmail.com or call (309) 378-3221.

Easter Breakfast and Egg Hunt – This event will be hosted in Dooley Park on the Saturday, April 4, 2020. Easter is on April 12, 2020). The event will involve the areas Churches. Also, we will hold a fund-raising breakfast to either help with funding this event. Breakfast will start at 7 am and continue until 10 am. Registration for the egg hunt will be from 10-10:30 am with the activities starting at 10. Focus should be on a family breakfast prior to the activities and it will be a donation breakfast and location are planned for Lucky 7's.

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Exhibit A – Budget

INCOME

| REVENUE | ESTIMATED | ACTUAL | VARIANCE | % |
|-------------------------------|---------------------|-------------|-----------------------|-----------|
| Garage Sale Day | \$ - | \$ - | \$ - | 0% |
| Downs Cleanup Day | \$ 300.00 | \$ - | \$ (300.00) | 0% |
| Dooley Park Car Show | \$ 1,050.00 | \$ - | \$ (1,050.00) | 0% |
| Movies In The Park | \$ 420.00 | \$ - | \$ (420.00) | 0% |
| Independence Day Celebration | \$ 13,880.00 | \$ - | \$ (13,880.00) | 0% |
| Haunted House | \$ 26,750.00 | \$ - | \$ (26,750.00) | 0% |
| Christmas in Downs | \$ 2,100.00 | \$ - | \$ (2,100.00) | 0% |
| Easter Breakfast and Egg Hunt | \$ 550.00 | \$ - | \$ (550.00) | 0% |
| Total | \$ 45,050.00 | \$ - | \$ (45,050.00) | 0% |

EXPENSES

| EXPENSES | ESTIMATED | ACTUAL | VARIANCE | % |
|-------------------------------|---------------------|-------------|-----------------------|-----------|
| Garage Sale Day | \$ - | \$ - | \$ - | 0% |
| Downs Cleanup Day | \$ 300.00 | \$ - | \$ (300.00) | 0% |
| Dooley Park Car Show | \$ 1,050.00 | \$ - | \$ (1,050.00) | 0% |
| Movies In The Park | \$ 385.00 | \$ - | \$ (385.00) | 0% |
| Independence Day Celebration | \$ 12,975.00 | \$ - | \$ (12,975.00) | 0% |
| Haunted House | \$ 27,200.00 | \$ - | \$ (27,200.00) | 0% |
| Christmas in Downs | \$ 2,100.00 | \$ - | \$ (2,100.00) | 0% |
| Easter Breakfast and Egg Hunt | \$ 400.00 | \$ - | \$ (400.00) | 0% |
| Total | \$ 44,410.00 | \$ - | \$ (44,410.00) | 0% |

TOTALS

| TOTALS | ESTIMATED | ACTUAL | VARIANCE | % |
|------------------------|------------------|-------------|--------------------|-----------|
| Total Income | \$ 45,050.00 | \$ - | \$ (45,050.00) | 0% |
| Total Expenses | \$ 44,410.00 | \$ - | \$ (44,410.00) | 0% |
| Income/Shortage | \$ 640.00 | \$ - | \$ (640.00) | 0% |

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Exhibit B – Solicitation Letter Example

Re: Event Donation, Ad & Sponsor Solicitation

Dear Business Owner/Manager/Resident/TV Community,

In 2013, I created an Events Committee made up of Tri-Valley residents. The committee's mission was to provide a mix of events within the Village of Downs that would attract surrounding subdivisions and communities into the Village. Their goals were to create a plan, budget with positive cash flow, and solid foundation for the future.

I also created a fund which will be dedicated ONLY to Village events. With this fund being dedicated for this specific purpose (public use) within a tax-exempt entity, your donation is tax deductible. Also, for any donation or ad of \$50 and over, you will be recognized within the printed material for all events throughout the year, if received before each events printing deadline.

The full Event Plan is available online at www.VillageOfDowns.org, but below I have provided you with a quick summary of our planned events. To donate or sponsor an activity/event, please write a check payable to the "Village of Downs" and specify "Event Fund" in the memo. If applicable, also indicate which fund to apply it to. We will send you a receipt of your donation/ad/sponsor if requested or it is over \$250.

1. Garage Sale Days (May 3 & 4; June 7 & 8) - \$0 expense budget
2. Dooley Park Car Show (May 19) - \$1000 expense budget
3. Village Cleanup Day (June 8) - \$400 expense budget
4. Movie in the Park (June 8 movie TBD) - \$300+ per night depending on movie
5. Independence Days Celebration - \$15,000 (\$10,500 fireworks) expense budget
6. Freedom Run & Walk (June 29)
7. Independence Day (July 4)
8. Downs Fright Fest (All October starting October 4th) - \$27,000 expense budget
9. Christmas in Downs (All December lights, Cookies with Santa Dec 7th & 8th) - \$500 expense budget
10. Easter Breakfast and Egg Hunt (April 4, 2020) - \$400 expense budget

I thank you for your consideration and any support that you are willing to provide either by monetary donation and/or volunteering.

Sincerely,
Mike James,
Mayor

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Downs Event Donation/Ad/Sponsor Order Form

Please return form along with check, payable to Village of Downs and put Event Fund in the memo, to: Village of Downs, 211 S. Seminary St., PO Box 18, Downs, IL 61736. You may place form and payment in the 24 hours drop box at the Village Hall. Please email advertisement business information and logo to mayor@VillageOfDowns.org. Questions contact Downs Village Hall 309-378-3221. * **The Freedom Run Sponsor T-Shirt deadline is June 15, 2019.**

Business Name: _____

Advertisement Contact: _____

Phone: _____ Email address: _____

Event Booklet with advertisements:

- 2 - Full page \$250 (8.5in x 5.5 in)
- Full page \$150 (8.5 in x 5.5 in)
- Half page \$100 (4.25 in x 5.5 in)
- Business Cards (1/4 page) \$50 (3 x 2)

Events Donation

- \$250 Event: _____
- \$100 Event: _____
- \$50 Event: _____
- Other: \$ _____ Event: _____

Sponsorships:

June 8, 2019 – Movie in the Park

- \$300 Platinum Movie Sponsor – No other sponsor for the chosen movie will be allowed. 2 - Full page ad in booklet *for the year*, business can provide any advertising material and/or banner to be posted in Dooley Park and their sponsorship will be announced at the movie.
- \$200 Gold Movie Sponsor – Full page ad in booklet *for the year*, business can provide any advertising material and/or banner to be posted at Dooley Park and their sponsorship will be announced at the movie.
- \$100 Silver Movie Sponsor – Half page ad in booklet *for the year*, business can provide any advertising material to be posted at Dooley Park and their sponsorship will be announced at the movie.
- \$50 Bronze Sponsorship – Business card ad in booklet *for the year*.

June 29, 2019 – 5k Freedom Run race and 1-mile walk

- \$100 Finish Line sponsorship – Provides half page ad in booklet *for the year*, name on the t-shirt, a postcard advertisement in the registration packet, as well as the business can post a banner at the Finish Line and their sponsorship will be announced throughout the race event.
- \$100 Breakfast sponsorship – Provides half page ad in booklet *for the year*, name on the t-shirt, a postcard advertisement in the registration packet, the business can post a banner at the Breakfast and their sponsorship will be announced throughout the race event.
- \$50 Race Sponsorship – Provides business card ad in booklet *for the year*, name on the t-shirt, a postcard advertisement in the registration packet, and announced at the race event.
- \$25 Sign Sponsorship – Provides name listed on the course signs

July 4, 2019

- \$100 Fireworks – Half page ad in booklet *for the year*, business can provide any advertising material and/or banner to be posted at Dooley Park and their sponsorship will be announced prior to fireworks.
- \$100 Entertainment – Half page ad in booklet *for the year*, business can provide any advertising material and/or banner to be posted at band or DJ location and their sponsorship will be announced by the band or DJ.
- \$100 Sand Volleyball – Half page ad in booklet *for the year*, business can provide any advertising material and/or banner to be posted at volleyball court.
- \$100 3-on-3 Basketball – Half page ad in booklet *for the year*, business can provide any advertising material and/or banner to be posted at basketball court.

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Exhibit C – Christmas Decorations Scoring System

House Address:

Judge:

| Category | 4 | 3 | 2 | 1 | Score |
|-----------------|--|---|---|---------------------------|-------|
| Overall Feeling | "In Awe!" | "Fabulous" | "Job well done!" | "Good Try" | |
| Craftmanship | Exceptionally attractive. Well Constructed and neat. Craftmanship/skills are excellent | Attractive in terms of neatness. Good construction. | The house is attractive. Craftmanship is average. | House is messy. | |
| Completeness | Well completed and space utilized well. | Well completed, but space was not utilized to the full extent. Some items seem out of place | House is somewhat complete | Started but not finished. | |
| Effort | Spent weeks | Spent days/hours | Spent several hours | Spent a couple of hours. | |
| | | | Total Score | | |