

Village of Hammond
105 East First Street
Hammond, IL 61929

Special Events Board Meeting Minutes

Date: Monday, June 23, 2025

Time: 6:05 PM – 6:30 PM

Location: Village Hall, 105 East First Street, Hammond, IL

Board Members Present:

Lauren Molby

John Drummond

Pam Thompson

Public Attendees:

Kristina B.

Nathan T.

Pam Thompson's husband

1. Call to Order

The meeting was called to order by Lauren Molby at 6:05 PM.

2. Event Preparations and Vendor Coordination

Vendor forms are in progress; confirmations and submissions are being collected.

Coordination with the committee is ongoing regarding snacks and refreshments.

Vendor placement was reviewed and discussed.

3. Silent Auction, Donation Items, and Goodie Bags

Multiple donations have been received for the silent auction.

The board discussed creating themed auction baskets.

Lauren suggested preparing giveaway bags for the first 30–50 guests.

Numerous sponsors are contributing items to support both the auction and giveaways.

4. Concession Stand, Food Planning, and Sanitation

Proposed menu items: hot dogs, nachos, popcorn, candy, and popsicles.

Pricing structures for individual items and bundled meal deals were reviewed.

Condiment logistics and food distribution were discussed.

Dante has a valid food handler's license and will assist with food safety compliance.

5. Inflatable Rentals and Purchases

The board evaluated the pros and cons of renting versus purchasing inflatables.

Considered renting out purchased inflatables to offset costs and generate future revenue.

Reviewed bundle options and pricing from Jungle Jump.

6. Beverage and Supply Procurement

Discussed including a variety of soda options, including diet selections.

Bottled water and additional beverage choices were also considered.

7. Volunteer Coordination and Appreciation

Acknowledged the need for additional volunteers for the event.

Brainstormed appreciation efforts such as offering free meals, water, and snacks.

Discussed promoting volunteer perks in marketing materials to boost recruitment.

8. Adjournment

Lauren Molby adjourned the meeting at 6:30 PM.

Motion to adjourn was seconded by John Drummond.