

Village of Hammond  
Special Events Committee Meeting Minutes  
Date: Thursday, June 5, 2025  
Time: 7:00 PM  
Location: Village Hall

1. Call to Order

Meeting was called to order at 7:00 PM by Lauren Molby.

2. Roll Call

Lauren Molby – Present  
Pam Thompson – Present  
Billie Larkins – Present  
No public attendees were present.

3. Discussion and Action: Fourth of July Celebration (July 4–5, 2025)

Key Topics Discussed:

Event Components: Vendor market, band, bake sale, food trucks, concession stand, fireworks, silent auction.

Items Removed: No car show or kickball tournament.

Vendor Deadline: June 20th – forms and \$25 fee due.

Flyers: Lauren created flyers seeking vendors and donations; updates needed to reflect canceled items.

Fireworks:

Permit and insurance discussions.

Josh may handle fireworks.

Forms must be submitted to the state; fireworks are state-regulated.

Committee Member Updates:

Lauren Molby:

Created flyers, working on updated versions.

Reached out to Shawnee about sponsoring a bounce house (awaiting response).

Collecting donations and silent auction items.

Billie Larkins:

Contacted Ponders (no response).

Reached out to Jason about a car show—too late to organize.

Pam Thompson:

Recommended placing flyers at County Market in Monticello, J/T in Bement, and Casey's in Atwood.

Other Event Details:

Concession Stand:

Food: hot dogs, popcorn, candy, soda.

Operated by Dante (Amber & John's son) has a food handler license.

Committee discussed the possibility of compensating him.

Food Trucks:

Options being considered include Joe's Sno Cone and or Kona Ice.

Road Closures Needed:

1st Street/Don Ryan

C Street/1st Street

D Street/1st Street

Sponsorship Needs:

Bounce house

Concession stand food

Fireworks

Committee Coordination:

Assigning responsibilities, recruiting volunteers, and finalizing logistics are a priority.

Updated flyers will reflect finalized plans and current needs.

All recommendations will be brought to the Village Board for approval.

4. Adjournment

Lauren made a motion to adjourn the meeting at 7:56 PM.

Pam seconded the motion.

Meeting adjourned.