

Village of Hammond

Special Events Committee Meeting Notes

Meeting Notes – Thursday, May 22, 2025

Meeting Called to Order: 8:01 PM

Attendees: Lauren Molby, Billie Larkins, Kelsey Wells

Roll Call

Lauren -Present

Billie -Present

Kelsey -Present

Agenda Item: July 4th & 5th Event Planning

Event Timing & Planning

- Discussion about start time for events on July 5th: aim to start around 2 PM to allow vendors and activities before dark.
- Fireworks will likely be scheduled closer to dark.
- Many vendors prefer not to stay after dark, so the main vendor activities will be during daylight hours.
- Kelsey talked about the parade and what we could do to be able to reach out with the fire department and coordinate when they normally do the parade and what would work best and looking for other volunteers as well. Being able to keep the parade on the 4th like it has also been done.

Fireworks & Funding

Lauren wants to look at getting Donations for Fireworks and funding.

- Fireworks options discussed, including smaller-scale displays if funding is not possible.
- Suggested reaching out to people who did it in the past to be able to set up their office and donations.
- Emphasis on pursuing community donations and sponsorships.
- Lauren talked about a bake sale fundraiser planned for Friday, June 13 at 5:00 PM.
 - Items don't need to be limited to sweet breads, treat bags, and other creative items are encouraged.
 - Donations and baked goods are welcome from community members.
 - Also talked about being able to get something set up, an account for donations for all community events
 - Funds collected prior to board approval will be held and disbursed after formal action.

Kelsey talked about letting the committee know that after talking to the Village attorney, they are able to set up a fund that can only be used for the community events, and if the board has money, they can ask for funds from the general fund.

Concession Planning

Billie wanted to talk about using the concessions stand in place of food trucks to help with funds for events.

- Concessions for July 5th:
 - Hot dogs, hamburgers, walking tacos (chips, cheese, taco meat).
 - Drinks: cans of soda, bottled water, juice pouches for kids.
 - Supplies: plates, napkins, plastic cutlery, disposable tablecloths (red/white/blue).
- Sourcing options discussed, including Gordon's Food Service and Sam's Club for bulk pricing.
- Kelsey let the committee know that if they used the concession stand, they would need to make sure that someone inside had a food handling license and insurance and knew about the event.

Games & Activities

- Kelsey proposed the Little Miss Hammond Pageant.
- Billie proposed the Kickball tournament idea floated; would require enough teams and player signups.
- Billie proposed a Photo Booth or Selfie Station with red/white/blue backdrop, proposed—possibly partner with Gracie or a local photographer.
- Lauren wants to reach out to Kona Ice and other food trucks/vendors being contacted for possible attendance/donations.

Vendor & Raffle Coordination

All committee members will look at what options there could be to be able to get vendors and raffle items.

Lauren will be in charge of looking at vendors.

- Coordinating with local businesses for raffle basket donations and vendor participation.
- John will assist with organizing raffle prize purchasing or sponsoring.
- Businesses discussed: Dell's Popcorn, Paul's BBQ, Freeze-dried treat vendors, Rest In Pizza.
- Committee members are committed to continuing outreach.

Event Promotion & Signage

Lauren will work on making flyers to let people know we are looking for donations, along with vendors, for the event on the 4th of July, and for other events.

- Flyers will be made and distributed.
- Locations: Yoder's, Market, and other key community spots.
- Social media promotion discussed.

Future Events (Planning Stage)

- Halloween (Trunk or Treat): Sheriff's office support may be available; bounce houses and community setup in past events were successful.
- Christmas Event
- Veterans Day (November)
- Thanksgiving: Possibility discussed; no firm plans yet.

Committee Coordination

- Proposed bi-weekly check-ins leading up to the July events due to tight timelines.
- Narrowing down tasks, responsibilities, and volunteering will be essential.
- All recommendations will be taken to the full board for approval at both meetings.
- The next Committee meeting will be held on June 5th at 7 pm.

Meeting Adjourned:

Kelsey made a motion to Adjourn the meeting at 8:48 pm. Billie 2nd the motion. The meeting was adjourned.