

Mr. Barlow meeting: December 15, 2014 about 1/2 hour. Everyone is very busy at this time of year so we can be grateful for any time we can get county officials to meet with us until after the holidays.

Seems like everyone's main concern is the Facility and Floor Space, particularly the Logistics Committee. Here goes:

- Application for Use of School Facilities, if not already completed by the Steering Committee and signed by an authorized county official, must be done first. Consider this an Action Item jointly between the Steering Committee and the project team. I would recommend getting this form in before mid-January (Jan 16th). I sent out information about this to Carol Carr earlier.
- Mr. Barlow says we can use the cafeteria for up to 30 volunteer/ non-profit vendors (orgs). The Hallway outside the cafeteria can be used, with displays/orgs on both sides of the hall, to accommodate another 20 such orgs. They would need to obtain tables or use their own booths. Total is 50. If we have more than 50, then we would use the Main Gym, not the Annex. Rules apply to using the gym (see below). Info on Electrical hook-ups and lighting available via the custodian once we get everything approved.
- We can start having set-ups on the evening before the Fair, beginning at about 6:30 and ending around 9 PM, as a ballpark estimate. Then on the 21st, we could resume at 7 or 8 AM, as needed, for further set-up.
- There will be No Charge for use of the facilities. However, there is a custodian charge of \$24.00/hour. Estimate is that we would need ten (10) hours' time, or \$240 of this service on the 21st. Mr. Barlow will check to see where that funding will come from.
- Banners and signs may be hung up or taped, but no permanent or semi-permanent fastening like stapling or nailing.
- Parking will be done in the rear of the HS with entrance via the cafeteria.
- Audio-Visual support, such as a microphone and sound system for speaker(s), needs to be identified on the Application request.
- Ms. Delores Carr handles the Culinary Dept. Mr. Barlow suggests that Carol Carr (no relation) contact Delores Carr to discuss any ideas we have and to determine if/what costs may be involved.
- For Student Council, Mr. Barlow says that their role has largely been of the "meet and greet" variety. However, a lot of the kids have weekend jobs, so that could be an issue if we need school greeters. I believe Mr. Barlow is trying to lead us away from that as unnecessary for this Fair. David Small is the point of contact should we identify a need for student council assistance.
- Security would mainly be for external assistance, and Eric Hess of the Coordination Committee will help us with that. Sheriff Hess will also try to get us a floor plan. (First things first: The School has to approve the Application request!)
- We can get a detailed floor plan any time. I would say that we could obtain this when the school resumes after the holidays (Jan 5th).
- Facility rules are pretty simple: No smoking anywhere in the school. No eating or drinking in the Gym or Auditorium. Entry and exit via rear doors to parking lot.