



Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager; Justin Cecil, Chief of Police
SUBJECT: Event Coordinator Approval- 2025 Harvest Festival & Christmas Parade
DATE: June 5, 2025

SUMMARY:

This memo seeks approval for the appointment of an Event Coordinator for the upcoming Bowling Green Harvest Festival and Christmas Parade. The festival and parade are significant events in our community, and having a dedicated coordinator will ensure their success.

BACKGROUND:

The Event Coordinator will oversee all aspects of the festival, including, but not limited to, vendor coordination, scheduling entertainment, managing volunteers, and ensuring compliance with all necessary permits and regulations, in coordination with the Town Manager. Their role will be crucial in ensuring that the festival runs smoothly and is enjoyed by all attendees.

FISCAL IMPACT:

Quotes have been obtained from three potential event coordinators; after carefully reviewing the qualifications of the proposed Event Coordinator, I believe that they possess the necessary skills and experience to manage this event effectively.

RECOMMENDATION:

Staff recommend proceeding with the proposed Event Coordinator to ensure the appropriate planning and timelines can be met for the 2025 Harvest Festival and Christmas Parade in collaboration with Town Staff.

Draft motion:

I move to authorize the Town Manager to execute an agreement with Event Coordinator Ms. Lisa Stevens for \$5,000 to be paid from the events fund.