



Board: Downtown Development Authority
Agenda September 16, 2025
Date: _____
Presenter: Patricia West

Staff Report

Agenda Item Title:

Downtown Day Booth Assignments & Volunteers

Background:

Downtown Day is scheduled for **Saturday, September 27th from 12-4 PM**. As a DDA event, we need DDA volunteers to have a presence during the set-up and street fair.

Last year we had a DDA booth during the street fair, where we gave out informational materials, had first aid, and some swag. This year, we are looking for DDA coverage at the booth throughout the day.

- **Set-Up Volunteers:** 10 AM – 12 PM (3 people)
 - *Assist with street closure barricades, canopy set-up, tables, chairs, etc.*
 - Nathan Neumeier
- **Booth Covers:**
 - 12 – 1:30 PM (2 people)
 - 1:30 – 3 PM (2 people)
 - 3 – 4 PM & tear-down (2 people)
 - *Collapse canopy, fold table and chairs (Parks & Rec will put in shed)*
 - Eric Buckman

Fiscal Effect:

None

Supporting Documentation:

None

Recommendation:

Secure DDA volunteer sign-ups.