



Hamburg Township Offices
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Christmas In The Village 2025 Project Report

To: **Hamburg Township Board of Trustees**

From: **Township Coordinator**

Date: **February 16, 2026**

Re: **Christmas In The Village Event – December 12 & 13, 2025 – Village of Hamburg**

This year was the first year for this event, and was a joint effort between Hamburg Township staff, and key organizations: Hamburg Pub, St. Stephen’s Episcopal Church, Hamburg Museum, Hamburg Library, and Bennett’s Beavers. The event was split between 2 days, with a tree lighting and event blessing at the church which also included the arrival of Santa Claus, with the following day hosting the market and food vendor activities.

A post-event meeting was held on Tuesday, January 20, 2026, and the observations from that meeting have been attached. Overall, we feel the event was a success and look forward to co-hosting it again this year. The date would be December 12th, 2026* as the group has suggested a 1-day event might be more manageable. Updates to follow once Township confirms their support and assignment of resources.

Funding/Budget Breakdown (please see attached reports for details):**

Item:	Cost
• Sponsor Donations	\$ 10,200.00
• Vendor/Market Payments	\$ 215.00
○ 1 Food Vendor	
○ 1 Drink Vendor	
○ 12 Market Vendors & Service Tables	
○ 140 Raffle Participants/Tickets	
• Expenses – Contractors/Supplies/Decorations/Banners/Bags	\$13,771.89
• Printing/Marketing/Social Posts	In House
• Development of Applications/Forms	In House
• Coordination of Planning Meetings	In House
Sub-Total less Donations:	\$ 3,356.89
Payroll for Township Coordinator (93 hours – most are on-duty hours)	\$4,518.87
Payroll for Staff (B&G - 3 staff members – most are on-duty hours)	\$4,022.60
Payroll for Public Safety (not including staff working reg hours)	\$3,161.33
Grand Total:	\$15,059.69

Notes to consider:

2026 event is proposed for: December 12, 2026 – Suggested Budget \$25,000

- **Request motion from Board clarifying staff's role and Township's commitment**
- If supported, I recommend a **\$14,000** budget to cover payroll
 - Township Coordinator payroll is reflected as event focused
 - Building & Grounds payroll is reflected as event focused
 - Public Safety payroll is reflected as Overtime only
- For event committee, I recommend an **\$11,000** budget for expenses
 - If we start on sponsorships earlier, we should collect enough to cover expenses, especially considering what we managed to collect in 2025
 - Some expenses won't need to be repeated
 - Some locations/offerings may need to change
 - We will need more volunteers for the 2026 Event
 - Township Coordinator can't be on-site as much in future
 - Admin will be slightly easier as forms have been developed
- Administration of event should start sooner this year (by early August)
 - Facebook Feed/Event Posts and Sponsorship slides
 - Website Information
 - Form Updates
 - Schedule of Events
 - Permits – Over The Road Banner, Livingston County Road Commission, etc.
 - Park Use, Board Approval and Support
 - Hiring and Coordinating of Contractors, gathering paperwork
 - Market/Vendor Coordinator
 - Coordinating of Volunteers
 - Coordinating of Events/Participants
 - Minutes for Subcommittee and hosting of planning meetings
 - Communication

- Date should be secured and website updated with hold-the-dates
- Need to confirm if same GL/process will be used again this year to collect sponsor \$
- All invoices should be handled by AP from the start so they can track receivables

**Notes to follow from the post-event meeting with suggestions for next year's event. See Attached.*

*****Final Report does not include the following:***

1 outstanding invoice for \$20 – Vendor Payment

1 outstanding expense for Arbor Master – Clips – \$96.31