



## **Christmas In The Village 2025 Project Report**

**To: Hamburg Township Board of Trustees**

**From: Township Coordinator**

**Date: February 12, 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 12<sup>th</sup>, 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
• <b>Sponsor Donations</b>	<b>\$ 10,200.00</b>
• <b>Vendor/Market Payments</b>	<b>\$ 185.00</b>
○ 1 Food Vendor	
○ 1 Drink Vendor	
○ 12 Market Vendors & Service Tables	
○ 140 Raffle Participants/Tickets	
• <b>Expenses – Contractors/Supplies/Decorations/Banners/Bags</b>	<b>\$13,796.94</b>
• <b>Printing/Marketing/Social Posts</b>	<b>In House</b>
• <b>Development of Applications/Forms</b>	<b>In House</b>
• <b>Coordination of Planning Meetings</b>	<b>In House</b>
<b>Sub-Total less Donations:</b>	<b>\$ 3,596.94</b>
<b>Payroll for Township Coordinator (93 hours – most are on-duty hours)</b>	<b>\$4,518.87</b>
<b>Payroll for Staff (B&amp;G - 3 staff members – most are on-duty hours)</b>	<b>\$4,022.60</b>
<b>Payroll for Public Safety (not including staff working reg hours)</b>	<b>\$3,161.33</b>
<b>Grand Total:</b>	<b>\$15,299.74</b>

**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/offering 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 will be provided once figures are confirmed with Accounting/Treasury.*