

## **Event Proposal: Community Fall Festival**

**Date:** October 10, 2026

**Time:** 12:00 PM – 3:30 PM

**Location:** Campbell Park

**Objective:** To celebrate the autumn season, promote civic engagement, and provide a safe, family-friendly space for residents of all ages.

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### **1. Event Summary & Highlights**

The Fall Festival is a comprehensive community event designed to bring residents together through classic autumn traditions, friendly competition, and local entertainment. This event also serves as a vital touchpoint for residents to connect directly with various city services and departments.

### **2. Attractions & Logistics**

#### **Food & Refreshments**

- **Menu:** Free hot dogs, popcorn, and drinks.
- **Distribution:** Available on a first-come, first-served basis, *while supplies last*.
- **Compliance:** Food preparation and distribution will strictly follow local health and safety guidelines.

#### **Main Entertainment**

- **Trick-or-Treat Trail:** A designated, safe walking path where children can collect candy and treats.
  - **Carnival Games:** Traditional, family-friendly booths and games set up throughout the park.
  - **Live Music:** Local musicians/band providing entertainment throughout the duration of the event.
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### **3. Contests & Community Competitions**

#### **The Citywide Scavenger Hunt**

- **Pre-Event Engagement:** Daily clues will be released online/via social media in the days leading up to October 10th.
- **The Finale:** The final clue will be revealed live at the festival.
- **Winning Criteria:** The first family to successfully locate and turn in all required items at the event hub wins the grand prize.

### **Halloween Costume Contest**

Judged by age brackets to ensure fair and fun competition:

- **Kids** (Ages 0–5)
- **Youth** (Ages 6–12)
- **Teens** (Ages 13–17)
- **Adults** (Ages 18+)

### **Specialty Contests**

- **The Golden Pumpkin Contest:** A hidden-object or creative competition utilizing the ultimate symbol of fall.
  - **Dessert Contest:** A community baking/dessert competition judged by a panel.
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## **4. Municipal & Civic Integration**

### **City Programs & Department Information Booths**

A dedicated section of the festival will host interactive booths from various city departments (e.g., Parks & Rec, Library, Fire/Police, Public Works).

- Allows departments to showcase upcoming programs, safety initiatives, and seasonal hiring.
  - Fosters positive community relations between residents and city staff.
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## **5. Timeline Operations (12:00 PM – 3:30 PM)**

<b>Time</b>	<b>Activity / Phase</b>	<b>Description</b>
<b>9:30 AM – 12:00 PM</b>	Setup	Vendor/Department load-in, stage setup for live music, trail decoration.
<b>12:00 PM</b>	<b>Gates Open</b>	Live music begins, food stalls open, Carnival Games and Trick-or-Treat Trail active.
<b>1:00 PM</b>	<b>The Final Clue &amp; Judging</b>	Final Scavenger Hunt hint dropped; Dessert Contest judging begins.
<b>2:00 PM</b>	<b>Halloween Costume Contest</b>	Costume runway and judging by age groups.
<b>3:00 PM</b>	<b>Awards Ceremony</b>	Winners announced for Scavenger Hunt, Costume, Dessert, and Golden Pumpkin contests.
<b>3:30 PM</b>	<b>Event Concludes</b>	Festival officially closes; Breakdown and full park cleanup begin.

## **6. Board Approval Request & Next Steps**

We are seeking the Park Board's approval for the following:

- The proposed plan and schedule

**Note on Safety & Cleanup:** A volunteer layout plan is in place to monitor the Trick-or-Treat trail, and our Public Works team will handle comprehensive waste management during and immediately after the event, aiming to clear the park by 5:00 PM.