

Health Fair Refreshments: Commissioner Dixit/Gallagher-Thompson Report

Per our charter, to work on the refreshments, Dolores and I spoke about the food & beverage at the Health Fair.

The staff for Los Altos Hills called and I let her know the plans Dolores and I discussed and the info you (Jaime) provided. (Listed below are the answers Jaime provided).

1. Vendor (LAH) to provide food and water as well as plates, forks and spoons, napkins, tablecloths, and serving ware.
 - a. Food suggestion:
 - b. Packed sandwich (she will check veggie only or mixed with a few veggie and a few turkey) Granola bar or healthy cookie Fruit?
 - c. They will also discuss the possibility of a contracted vendor making a boxed snack out of this suggestion. Decision tbd but basically yes.
 - d. Answer: Since the Grand Oak Room will be utilized for the vendors, we will not have a space set up banquet style for people to sit down all at once to eat. With that, plates will probably not be needed. The Community Center already has tablecloths on hand so that will not need to be provided. In regards to options, boxed or pre-packaged will probable be the most efficient options. For example, a boxed lunch that has a wrapped sandwich, along with fruit. We could also have pre-packaged granola bars or yogurt, etc.
2. Time to drop off and set up(?) at least by 11am on Sept 9th 2025
 - a. Answer: Drop off should be around 11:15am or 11:30am.
3. Number of people estimated : 250
 - a. Answer: Estimated number of 250 is good.
4. Coffee and Tea with cups to be provided by Los Altos Community Center.
 - a. Answer: Yes, we can provide coffee, tea and water.
5. Cleanup by Community Center Staff.
 - a. Answer: Yes, city staff will be present to assist with clean up.
6. Item suggested by Dolores for May meeting:
 - a. Flowers for decorating tables. Can we have any?
 - b. Answer: Yes, we can have decorations and we do have budget for that. Whether it is flowers or other.