

## 2022 OCTOBER FESTIVAL

### Things to do

#### *What do you want the festival to be? Theme?*

Board Members sign-up sheet of their responsibilities for organizing and working festival

Volunteer sheet for festival- will need names of available volunteers to help that day

Date and times of festival

Determine cost of registration for vendors, breweries, and BBQ'rs

Contest guidelines for BBQ smoke off

Get in touch with breweries (Get with Manager-she has letterhead that can be used)

- [usbreweryguide.com/texas-breweries](http://usbreweryguide.com/texas-breweries)
- [craftbeeraustin.com](http://craftbeeraustin.com)
- [brewersassociation.org](http://brewersassociation.org)
- [dallasbrewscene.com](http://dallasbrewscene.com)

Do we want craft vendors? (I have a list of vendors that have participated in the past) Where do we want them to set up? They would need to be away from area of cooking due to smoke from bbq pits or smokers.

Do we want to set a price on plate? Do we want them to have a tasting for contest purposes? Do we want to give tasting coupons or 5x7 card with list of BBQ'rs to all customers who purchase for beer garden?

Get in touch with area BBQ'rs about festival.

Determine cash prize or trophy for BBQ smoke off so we can advertise (People's Choice Award)

Order beer steins or pint (pub) glasses with name of event and city (will be a manageable order) If not too much, maybe a koozie to go with glassware. (This will need to be coordinated with Manager.)

How much for entry fee to upper plaza where craft beers will be? Will the fee be for tastings or will the beer vendors charge per glass or sample? (See info about tasting coupons for BBQ)

Get in touch with health inspector as to what is needed for BBQ stations (Michael Jones: [jarvic1979@outlook.com](mailto:jarvic1979@outlook.com) or phone 903-738-0507)

Rent Handwashing stations if needed (depends on health inspector)

Rent port-a-potty trailers for two locations: Smokey Row, and somewhere around plaza (I have phone # of the company we used for the wine festival). We can also have the bathrooms open behind the courthouse.

Contact TABC early and get letters written for breweries to have on hand

Bands for street dance- Book at least two bands

Send letter to Main Street businesses about participation in possible sales or giveaways they may want to do in conjunction with the festival

Do we want to have drawings throughout the night? Could be something as simple as gift certificates to the local restaurants or retail stores.

Do we want to have a raffle drawing? Could be a yeti cooler or smoker

Boxes for votes to be put in for best BBQ. General location to put boxes for votes. Someone who will count votes

Set up picnic tables around plaza for people to sit at to eat

Hay bales to sit on in street dance area

Swag Bags for vendors, breweries, and BBQ participants- This went over well with the vendors at Wine fest

Posters designed and posted in all businesses and out of town

Design sign-in sheet for all vendors

Notify law enforcement about festival

**Advertise, advertise, advertise!**