



## **DOUGLAS COUNTY FAIR BOARD- GUEST SERVICES COMMITTEE MEETING**

**TUESDAY, MAY 11, 2021 AT 5:30 PM**

**EVENTS CENTER CONFERENCE ROOMS**

### **MINUTES**

#### **Meeting**

**Attendance:** Gabe Ryan, Dean Elliott, Michelle Bartlett, Sonia Ormsbee, Dick Sabulsky, Jean Sabulsky.

#### **Update from Staff**

**Current Status of Fair Planning (Review Open Items on Spreadsheet):** last meeting, the committee agreed to have a virtual Orientation. In early to Mid-June, the Committee will get together to discuss the best way to compile all the information virtually.

**Budget to Date:** Dean asked the committee if there are any other goods or services that the committee would like to ask for in the 2022 budget. No ideas were given. Dean requested higher quality shirts as he doesn't like the t-shirts; he would like a nicer shirt such as a polo. Dean stated that he would put in a budget request for this before the Fair Board meeting.

**T-Shirts:** Michelle will order t-shirts for this year in addition to those that we have to ensure all sizes are accounted for.

#### **Committee activities**

**Introduce Gabe Ryan as New Chair:** Dean introduced Fair Board Director, Gabe Ryan, as the new Chair of the Guest Services Committee.

#### **Discuss Food Trucks (Any Suggestions?)**

**Synneva reported they are identified and is working on contracts:** Dean reported that most food vendors are already chosen, but the topic of moving that task to Guest Services was tabled at Fair Board to discuss again at next months meeting. Dean stated that in staff's mind, this has not been made official at any Fair Board Meetings.

#### **Volunteer Recruitment**

**LDS update:** Dean reached out for other volunteers than just 20 missionaries on Saturday.

**Douglas County School District Update:** Dean reached out and did not get the response he was hoping for he will try again.

**Large Businesses/Corporations:** Dean met with Commissioners last week and the County is going to help promote the volunteer program. Commissioner Laydon will be giving a list of businesses to reach out to for volunteers. Dean also stated he talked with the Downtown Merchants Association to promote the Fair through their businesses and QR codes on the sidewalks, among other things.

**Support for Ticketing (Sonia can provide any needs):** Sonia reported that everything is looking good on the ticketing side of things. They are looking for yellow shirt volunteers to fill about 10% of the ticketing shifts slots. The cut off for individuals to sign up for this is July 1. After that, the shifts will be filled otherwise. Sonia will provide Michelle with a list of requirements for those volunteers.

**Open West Gate Ticket Booths:** Dean would like to drive ALL traffic through the Events Center. Sonia said it is not possible. The committee agreed to have West Gate only open during peak times, otherwise all traffic will be driven through the Events Center.

## **Open Items**

### **Volunteer Orientation Volunteer Packet**

### **Marketing**

**Business Cards:** Business cards were created with a QR code on the back to hand out to potential volunteers. The QR code drives the individuals to our website where they can then sign up for shifts. This will be easier than flyers or postcards.

**Social Media Push:** Gabe would like to do a Social Media push to try and get volunteer. A few avenues he would like to use are LinkedIn, Facebook, Castle Rock Talk, and NextDoor.

**Next Meeting:** June 8, 2021 @ 5:30pm

**Comments:**