

Prairie Village Jazz Fest 2024
Committee Meeting
Tuesday May 21, 2024, 5:30 p.m.
Council Chambers

Attendees

Elissa Andre	Marketing Chair
David Hassett	Food and Beverage Chair
Amanda Hassett	VIP and Hospitality Chair
J.D. Kinney	Special Events Coordinator, Committee Chair
Kyle Vanlanduyt	Master of Ceremonies
John Wilinski	Artist Relations and Backstage Chair
Brooke Morehead	Committee Member at Large
Joyce Hagen Mundy	Volunteer Chair

Committee Chair's Report

Talent

Contract proposals for 4 of 5 artists, including the headline act, have been submitted and 4 of 5 have returned them signed. Deposits have been issued to all.

F&B

The food truck agreement was modified to remove the vendor fee, but trucks are now responsible to provide their own source of power. Trucks customarily travel with individual generators. The plan is to site them in the parking circle west of the Harmon Park Pavilion. Any generator sound should be sufficiently removed so as not to interfere with the musical performances.

The Ice Hut truck needs to leave the park immediately after the close of the Festival.

VIP Area

The tent needed for the VIP seating and hospitality area will be driven by the number of VIPs invited as well as by the available space. A new assessment will be made when park construction is complete.

Infrastructure

Upcycle Piano will be supplying the piano for Jazz Fest 2024. They offered a discount in exchange for appearing in the marketing available. We agreed to place them on the lineup side of the fan, on the JazzFest FaceBook page, on the JoCo Post online ads, and be included in stage announcements.

We should be able to remove the rented generator from our SECT order due to the fact that the food trucks will be providing their own power. Will discuss with SECT whether that generator is needed elsewhere to power other needs.

Marketing

Need to set a date for the official release of the 2024 Jazz Fest lineup via Johnson County Press.

Would like to do fans to distribute at VillageFest (July 4). All but one of the acts are previous Jazz Fest performers so we should have most of what we need on previous fans to pull together the creative. Inn at Meadowbrook confirms they want to use the same creative on their side of the fan as last year. Should have enough to put together a small poster based on the KCPT Member Guide full page ad. Target order is for 1,000 can koozies at a price less than \$1 each. We are investigating whether we can get 500 each of two different material colors or if they all have to be the same. Yard signs quote requested for 100 signs and 75 stakes. Need to contact KCUR to price and schedule on-air promos.

Master of Ceremonies

Kyle Vanlanduyt said that his contact at Monkey Brain Arts, an organization dedicated to helping veterans through art therapy, was interested to introduce his organization and their mission from the stage, and then introduce one of the musical acts. It was discussed that other sponsors and exhibitors, both paid and unpaid, should be offered the opportunity to do the same. The introduction of the headline act, however is reserved for the Mayor, should he wish to do it.

City Committees/Exhibitor Tents

The next JazzFest Committee meeting will be held Tuesday, June 25, 2024, in the Multipurpose Room at PV City Hall at 5:30 pm

The meeting concluded at 6:30 p.m.

Respectfully submitted: JD Kinney