

Prairie Village Jazz Fest 2024
Committee Meeting
Tuesday July 23, 2024, 5:30 p.m.
Multipurpose Room

Attendees

Dave Robinson	City Council Liaison
Dave Hassett	Food and Beverage Chair
Amanda Hassett	VIP Chair
J.D. Kinney	Special Events Coordinator, Committee Chair
Kyle Vanlanduyt	Master of Ceremonies
Mike Polich	Rented infrastructure Chair
Joyce Hagen Mundy	Volunteer Chair
John Wilinski	Artist Relations and Backstage Chair
Elissa Andre	Marketing Chair

Committee Chair's Report

Ordinances and liquor permits for 2024 have been initiated for City Council approval at their next meeting.

Repair of the Harmon Park stairs and additional landscaping scheduled to be completed prior to Jazz Fest

Talent

Artist lanyard requests complete

Risers/chairs/music stands confirmed from SME by Alex Toepfer

Sound checks schedule TBD by John Wilinski

F&B

Quantity and variety of non-alcoholic beverages for sales TBD Dave Hassett

We have 4 cases of donated water to use for volunteers (entrance gates)

Quantity and variety of wine from Rimann Liquors TBD Dave Hassett

Dave is meeting with Crawford Distributors on 7/24 to discuss adult beverage selection and quantities.

8 rented coolers requested by F&B to keep beverage offerings well organized.

Tina's Trucks added to confirmed food truck lineup.

Plan to site food trucks behind new Harmon Park Pavilion

Rented tent will be too tall to tuck under pavilion roof; beverage sales tent to be sited in its traditional location but reduced in size to 20x30

VIP Area

VIP tent size planned for 20x30 and sited adjacent to beverage sales tent as new park layout will allow

Infrastructure

Decided to keep rented generator for food trucks and other power needs as per usual layout. Power outlets in the pavilion will be used dedicated for Water One and Butterfluff Popcorn and as needed for backup.

Marketing

Jazz Fest fans received 100+ distributed at VillageFest (July 4).

65 tshirts in assorted sizes ordered for volunteers

Yard signs due by the next Jazz Fest Committee meeting August 27

Plan to make 50 11x17 posters for PV Village/Corinth Square/etc. TBD Mary Ann Watkins

Lineup will not be announced by JoCo Post, regular advertising buy to begin on August 1

PV City website updated with 2024 artist and food truck lineup on July 24.

City Committees/Exhibitor Tents

Kansas City Jazz Orchestra will have a tent in exchange for marketing consideration.

PV Arts Council may not have a tent since they will be receiving State of the Arts submission all morning on September 7.

Renewal by Andersen confirmed for 2024. Payment pending.

The contact at State Farm's marketing agency is no longer employed there. No response yet whether State Farm will exhibit.

The next JazzFest Committee meeting will be held Tuesday, August 27, 2024, in the Multipurpose Room at PV City Hall at 5:30 pm

The meeting in the MPR concluded at 6:30 p.m., and was followed by a tour of the park to discuss tent and truck placement. This lasted until 7:45 pm.

Respectfully submitted: JD Kinney