

Prairie Village Jazz Fest 2024
Committee Meeting
Tuesday August 27, 2024, 5:30 p.m.
Multipurpose Room

Attendees

Dave Robinson	City Council Liaison
Dave Hassett	Food and Beverage Chair
J.D. Kinney	Special Events Coordinator, Committee Chair
Kyle Vanlanduyt	Master of Ceremonies
Joyce Hagen Mundy	Volunteer Chair
John Wilinski	Artist Relations and Backstage Chair
Elissa Andre	Marketing Chair
Brooke Morehead	Member at Large
Mary Ann Watkins	Member at Large
Sgt. Josh Bernal	Prairie Village Police Liaison

Committee Chair's Report

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

Sgt Josh Bernal is the PV PD liaison to Jazz Fest 2024. He discussed overnight security, onsite officer staffing, Med Act, and parking lot patrol. Possible drone flyover to assess crowd size and seating concentration.

Additional workers from PV Public Works have been requested for Saturday morning September 7 for tent set up and table and chair placement

The MPR will be furnished with food and refreshments for PV Public Works and Police Department staff after 3:00 pm.

Talent

Artist lanyards to be distributed at sound check

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

Sound checks schedule:

SME Blue Knights	1:45-2:30
Sons of Brasil	11:15-12:00
Back Alley Brass Band	1:00-1:45
Pete Fucinaro Quartet	10:30-11:15
Adam Larson Band	12:00-1:00

Meet and Greet tent sited at sidewalk entrance to backstage area.

F&B

Non-alcoholic beverages for sale to be picked up from Sams Club 9/30

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

15 boxes of red and of chardonnay ordered at Rimann. Pickup on 9/7

Crawford Distributors has finalized adult beverage selection and quantities.

Plan to site food trucks behind new Harmon Park Pavilion

Beverage sales tent to be sited in its traditional location but reduced in size to 20x30

Hospitality Area

Hospitality tent 20x30 sited in grass between Harmon Park Pavilion east wall and pool sidewalk. Will use pavilion outlet for lighting

Infrastructure

Stage to be constructed beginning Thursday September 5.

Rented tents, tables and chairs to be delivered Thursday September 5.

Rented generator for food trucks and other power needs as per usual layout. Power outlets in the pavilion will be used for Ice Truck, Beverage Sales tent and Butterfluff Popcorn and as needed for backup.

Marketing

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

Tshirts (65) in assorted sizes ordered for volunteers. Delivery scheduled for this week

Can koozies (100) scheduled to be delivered this week

Yard signs distributed August 27. Placement at intersections by Labor Day weekend

11x17 posters (75) for PV Village/Corinth Square distributed by Mary Ann Watkins

Radio spots on The Bridge have begun

KCUR spots will begin September 1.

Social media likes exceeding 2,000.

City Committees/Exhibitor Tents

PV Foundation to sell Jazz Fest blankets, past year t-shirts, possible raffle item

PV Arts Council will have a tent

The Jazz Fest Committee will meet on Friday September 6 at 5:00 pm at the beverage tent to do a site tour and familiarize Committee members with the Fest layout

The final JazzFest Committee meeting will be held Tuesday, September 24, 2024, in the Multipurpose Room at PV City Hall at 5:30 pm

The meeting concluded at 6:45 p.m

Respectfully submitted: JD Kinney