



EVENTS WORKGROUP MEETING NOTES

Date

- Tuesday, 4/17/2018

Attendance

- Workgroup members
 - Molly
 - Armando
 - Dawn
 - Wren
 - Kipp
 - Eric
 - Ani
 - Jill

4/17/2018 Agenda

- Welcome & check-in & meeting guidelines
- Agenda review and additional items
- Events, outreach and co-sponsorships
- 50th anniversary block party
 - Review task list
 - Report-backs
 - After-party options
 - Assign next/new tasks
- 4/17/2018 action items
- Opens and next meeting details
- Adjourn

Events, outreach and co-sponsorship updates

- Brainstorm request
 - Share your ideas about how to improve KBOO's community engagement at events
 - The Events Workgroup will brainstorm via email before the May meeting
 - Note that many of our events involve loud music and performances, silent methods of communication will be a must.
 - Action plan to incorporate ideas will follow

 - Previous events
 - April 2018
 - OREGON HEMP CONVENTION
 - Portland Expo Center
 - Saturday, 4/14
 - 10am – 7pm
 - Volunteer opportunities
 - Outreach table

 - Current events
 - April 2018
 - SPRING MEMBERSHIP DRIVE
 - KBOO Phone Bank
 - 20 SE 8th Avenue
 - 4/19 through 4/21
 - Drive will stop at 5pm on 4/21
 - Live broadcast from The Inner-City Blues Festival will begin at 5pm
 - 7th ANNUAL INNER-CITY BLUES FESTIVAL – live remote
 - Eagles North Portland Foe 3426
 - 9611 N Exeter
 - 4/21 through 5/3
-
- Upcoming events
 - May 2018
 - MAJOR DONOR EVENT
 - Oregon Historical Society
 - Saturday, 5/6
 - *Pickn' 'ppreciation Party* – Bluegrass breakfast fundraiser
 - <https://50yearsofkboopickin.brownpapertickets.com>
 - Tickets are \$35
 - Super Supporters can purchase \$300 tickets which include
 - A special tour of the exhibit
 - Raffle tickets
 - KBOO goodies
 - Food/drink
 - Entertainment featuring KBOO's Music from the True Vine

- KBOO BENEFIT at THE KNOW
 - Canceled
 - June 2018
 - KBOO BIRTHDAY CAKE PARTY
 - The Plaza of the Oregon Historical Society
 - 1200 SW Park
 - All-day, Sunday, 6/3
 - Activities to include
 - Live broadcast
 - Naming 6/3 KBOO Day
 - Termination point of Pedal-pa-looza
 - Cake potluck
 - Music
 - Dawn is working on the possibility of Yo La Tengo
 - 26th ANNUAL GOOD IN THE HOOD FESTIVAL – live remote (Saturday)
 - Lillis Albina Park
 - 301 – 499 N Page Street
 - 6/22 through 6/24
- July 2018
 - 31st ANNUAL WATERFRONT BLUES FESTIVAL – live remote
 - SW Waterfront
 - 7/4 through 7/8
 - 38th ANNUAL CATHEDRAL PARK JAZZ FESTIVAL
 - Cathedral Park
 - 6819 N Salem Avenue
 - 7/20 through 7/22
- PDX Pop Now
 - SE Portland
 - Under the Morrison Bridge?
 - 7/21 – 7/22
- KBOO 50th ANNIVERSARY EXHIBIT CLOSING
 - Oregon Historical Society
 - 1200 SW Park
 - Sunday, 7/29
- August 2018
 - **50th ANNIVERSARY BLOCK PARTY – live remote**
 - **SE 8th Avenue – between Ankeny and Ash**

- **Saturday, 8/11**
 - 12pm until 10pm
- **Activities will include**
 - **Performers**
 - **DJs**
 - **Tours of the station**
 - **Recorded messages for KBOO**
 - **Games**
 - **Membership opportunities**
 - **Food**
 - **Beer and cider**
- September 2018
 - **FALL MEMBERSHIP DRIVE**
 - 9/6 through 9/22
- October 2018
 - **GRASSROOTS RADIO CONFERENCE**
 - Location TBD – Portland
 - 10/4 through 10/7
 - A committee to lead the planning has been formed
 - Volunteers are needed to assist in all aspects of coordination
 - Contact Ani if you're interested in helping out

50th anniversary year-long celebration

- KBOO Stories
 - Now up on the website and are featured in KBOO's social media outreach
 - <https://www.50yearsofkboo.fm/archive/>
- KBOO 50th anniversary merchandise
 - Now available
 - <https://www.cafepress.com/50yearsofkboo>



50th anniversary block party celebration

- Event details
 - Open to the public
 - Saturday, 8/11 from 12am to 10pm
 - With concern about set-up time, the workgroup decided to move the start of the block party
 - Start time was 10am

- **Start time is now 12pm**

- LOCATION
 - Live broadcast 90.7fm

 - SE 8th Avenue between Ankeny and Ash
 - Same location as the 40th anniversary celebration

- TRAFFIC PLANNING
 - The preliminary traffic plan was approved by the city

 - The final traffic plan will be submitted with the Portland Bureau of Transportation Event Permit

- NEIGHBOR NOTIFICATION
 - Kipp has notified the neighboring businesses and has collected the appropriate signatures for the event permit application

 - Molly has notified the Buckman Neighborhood Association and we have their approval to proceed with planning
 - Jill contacted the BNA to offer an opportunity for outreach during the event

- AFTER PARTY OPPORTUNITIES
 - The Doug Fir is otherwise booked the night of Saturday, 8/11

 - The courtyard of the Jupiter IS currently available
 - KBOO volunteers will not be responsible for planning/holding the after-party
 - Need to book ASAP – this week if possible

 - Kipp suggested reaching out to neighbors in addition to the Jupiter Hotel
 - To build community with more neighbors
 - Kipp will touch base with Rontoms regarding opportunities
 - We can also check on the Bossanova Ballroom

- BUDGET
 - SE Uplift Grant
 - KBOO did not receive the \$5,000 grant from SE Uplift
 - Becky (Development) is working on 2 additional grants which may help fund the block party

 - The workgroup will continue to look for ways to fund the celebration including
 - Soliciting sponsors
 - Taking advantage of occasions for underwriting
 - Developing co-sponsorship opportunities

 - Sponsor Solicitation
 - Sponsorship levels
 - \$5,000 level – Grassroots Media Hero Sponsor
 - Name on poster
 - Listed on website
 - Listed in program
 - Thanked from the stage
 - 2 signed books – *Days of Destruction, Days of Revolt*

- Thanked on-air, 90.7fm at least 5 times
 - \$3,000 level – Bringing Truth to Light Sponsor
 - Name on poster
 - Listed on website
 - 1 signed book – *Days of Destruction, Days of Revolt*
 - Thanked on-air, 90.7fm at least 3 times
 - \$1,000 level
 - Listed on website
 - 1 signed book – *Days of Destruction, Days of Revolt*
- Details
 - Create supporting information document(s)
 - Write byline – Jill & Molly
 - What to people need to know about the event
 - 2 sentences or less
 - Format outline
 - Jill has template
 - Include schedule of block party activities
 - Supporting information
 - Check SE Uplift grant application
 - Budget
 - Narrative
- TIMELINE
 - Milestones
 - February
 - Traffic plan
 - Preliminary plan submitted to Portland Bureau of Transportation (PBOT)
 - February – March
 - Location options
 - Discuss with neighbors
 - Draft of event entertainment line-up
 - March
 - Neighborhood association approval
 - Neighborhood notification and sign-off
 - April
 - Complete Site Plan
 - Includes traffic plan
 - Permit
 - Complete Site Plan
 - Includes Traffic Plan
 - Submit PBOT application
 - May
 - Event lineup
 - Book/contract performers

- Security
 - Contract security company OR
 - Volunteer security
- Food/beverage
 - Contract vendors
- Rentals
 - Stage
 - Tents
 - Tables
 - Chairs
 - Beer garden supplies
 - Trash and recycling receptacles
 - Etc.
- Promotions and outreach
 - Design 50th Anniversary Block Party-specific design
 - Volunteer T shirts
 - Banner
 - Posters
 - Social media
 - Give-aways
 - Etc.
- June
 - Develop volunteer event tasks and event expectations
- July
 - Promotions
 - Advertise in local publications
 - Continue promoting on social media
 - Place flyers and posters
 - Event volunteers
 - Recruit volunteers
 - To assist in all support positions
- August Week 1
 - Final details
 - Confirm all aspects of event
 - Event volunteers
 - Hold volunteer trainings
- August Week 2
 - **KBOO birthday block Party**
- TASK LIST
 - Permits
 - Next step – site plan
 - Compete plan and submit event permit to PBOT
 - Wren, Sam, Kipp and Jill have worked on the site plan
 - Site plan will be ready to submit the week of 4/22
 - Next step – event permit
 - Submit to PBOT

- Molly will coordinate all information need to submit application
 - Armando has offered to run around City Hall when we are ready to submit the application
 - Next step – OLCC permits
 - Dawn will assist with appropriate requirements
 - Submit security plan to OLCC
 - We can use KBOO volunteers
 - OR
 - Kipp has a security company ready and waiting for a contract OR we will use KBOO volunteers
 - Watch entrances/exits
 - Track attendance
 - Check IDs
 - OLCC approved servers
 - Monitor beer garden
 - Next Step – Fire Marshall permit
 - Next step – Excessive noise permit
 - Next step – Make any needed adjustments to event application
 - Next step – Receive approval from the City
- Marketing Plan
 - Press release
 - **Remind me!! Who volunteered to write the press release?**
 - On-air promotions
 - 90.7fm
 - On-line promotions
 - Electronic press kit
 - KBOO newsletter
 - KBOO website
 - KBOO social media
 - Print
 - Posters
 - Flyers
 - Table tents
 - Invitation
 - Select mailing?
 - Cross promotion
 - Co-sponsorships
 - Underwriting
- Schedule
 - Rental companies want 3-5 hours for setup and at least 3 hours to pack out
 - 6am – 11am setup
 - 12pm – 10pm block party (*was originally 10am – 10pm*)
 - 10pm – 1am load out and cleanup

- ATTENTION –
 - Will we need to amend the hours in the neighbor notification?
 - Check times on permits to ensure accuracy
- Performers and entertainment
 - The event lineup will mirror the KBOO Saturday radio schedule
 - Adding in layers to more fully represent KBOO community

Preliminary lineup

TIME	GENRE	CONTACT
10:00am – 10:45am	Bluegrass	Music from the True Vine
10:45am – 11:15am	Announcements	Staff open event
11:15am – 12:00pm	Blues	Blues Junction
12:00pm – 12:30pm	Youth radio	Erin Yanke
12:30pm – 1:15pm	Jam band	Grateful Dead & Friends
1:15pm – 1:45pm	Labor radio	TBD
1:45pm – 2:30pm	Reggae	Shocks of Sheba
2:30pm – 3:00pm	Bread & Roses	TBD
3:00pm – 3:45pm	Jazz	The Motif
3:45pm – 4:15pm	Queer radio	Queerboo programs
4:15pm – 5:00pm	Rock	Drinking from Puddles and Life in Wartime
5:00pm – 5:30pm	DJ	The Movement
5:30pm – 6:15pm	Native	Rose City Native
6:15pm – 6:45pm	DJ	Astral Traveling
6:45pm – 7:30pm	Spanish	Edna Vasquez and Armando Puentes
7:30pm – 8:00pm	DJ	Kabhi Khushi Kabhie Kush and Anjali
8:00pm – 8:45pm	African	Africa Oye
8:45pm – 9:15pm	DJ	Sand Box
9:15pm – 10:00pm	Closer	Mic Crenshaw

- Kipp has asked for program hosts to recommend musicians/djs/other
 - Kipp will contract performers as they agree to the event
- Possible activities
 - Chalk drawing
 - Face painting
 - Unicycle rides
 - Dunking booth
 - Corn hole contest
 - Youth collective hosting recorded messages from KBOO supporters
- Rentals
 - Production
 - Stage

- Sound platform
- Shade tent(s)
- Speakers
- Monitors
- Microphones
 - With stands
- Generator
 - Power for stage/sound
- Hospitality
 - Food vendors
 - Ani will check on vendors at The Mercado
 - Armando is checking on a food cart from Hillsboro
 - He has worked with them before
 - Tables
 - Chairs
 - Public shade tents
 - Refuse receptacles
 - Generator(s)
 - Stanchions/way to rope off beer garden
 - Honey buckets and gray water tanks
 - 4 total (includes 1 ADA)
- Provided by KBOO
 - Production
 - Contact engineer Tommy for sound needs and requirements for the block party
 - Turn tables
 - Sound engineers
 - Microphones
 - Speakers?
 - Monitors?
 - Provide safe/secure storage area for band equipment and instruments
 - Hospitality
 - Wristbands
 - Cups
 - Refuse bags
- Outreach
 - KBOO table
 - 50th Anniversary Banner
 - Ambassadors
 - Printed information
 - Membership forms
 - Merchandise
 - Give-aways
- Volunteer support
 - Do we want to engage the Board of Directors?
 - Volunteers to promote the event
 - Posters and flyers

- Volunteers for the day of the event
 - Recruit volunteers to support the following aspects
 - Event point-people/block party volunteer coordinators
 - Security (?)
 - Performers
 - Stage
 - Sound
 - Traffic control
 - Outreach
 - Documentation
 - Hospitality
 - Station tour guides
 - Set up / Pack out
 - Rentals
 - Stage
 - Food/beverage vendors
 - Honey Buckets
- Volunteer trainings
 - Eric and Jill will write “job descriptions” for each volunteer position assisting with the event
 - At least 1 week prior to the Block Party
 - Eric and Jill will hold training sessions with each volunteer
 - Discuss duties/tasks
 - Discuss expectations
 - Discuss support for volunteers
- Volunteer support
 - Schedule
 - Eric and Jill will create a schedule for volunteer needs
 - We will plan to recruit more volunteers than we need
 - Not everyone who commits will attend
 - Eric and Jill will work out shifts and the preliminary number of volunteers needed
 - Oversight throughout the day
 - Eric and Jill plan to be at the event for the duration of the block party
 - At least 2 additional volunteer coordinators are necessary

Opens & next meeting details

- Opens
 - Optional field trip
 - Oregon Historical Society to see 50 YEARS OF KBOO FM exhibit
 - Sunday, 5/20/2018
 - 2:00 pm
 - OHS – 1200 SW Park
 - Roster
 - Jill will send current roster to Workgroup members via email

- Upcoming meetings
 - May meeting
 - Date
 - Tuesday, 5/15
 - Time
 - 6:00pm – 7:30pm
 - Location
 - KBOO – 20 SE 8th Avenue
 - Studio 1
 - June meeting
 - Date
 - Tuesday, 6/19
 - Time
 - 6:00pm – 7:30pm
 - Location
 - KBOO – 20 SE 8th Avenue
 - Studio 1