



City of Port Orchard

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Festival of Chimes and Lights Committee Minutes Monday, November 7, 2016; 3:30 p.m. at City Hall

Members present: Chair Lucarelli, Councilmember Donlin and City staff Jenine Floyd. Guests present: Sheila Cline, Jingle Bell Run; Al Mahaney and Sharron King, Fathoms O' Fun; and Terry Bontrager, Saints Car Club.

Update: Advertisement and Brochure & Poster Distribution

Chair Lucarelli stated the brochures will be arriving soon and posters are being printed and will be distributed shortly. The event has also been advertised in several newspapers including the Military Times.

Update: Canopy and Tent; Permission for Tent Setup and Takedown Timeline

Ms. Cline indicated she has been in touch with the Port of Bremerton and everything is approved to have the 20x40 tent put up on Friday. Also, the Jingle Bell Run will have 2 finish lines this year, and the tent will be placed closer to the sidewalk. This will also be beneficial during the Chimes and Lights event.

Public Event Application Complete:

Chair Lucarelli said the event application has been completed.

Festival Schedule:

Chair Lucarelli provided the event schedule and Ms. Floyd indicated she would post the schedule to the City's website.

The committee briefly discussed the Fathoms O' Fun Royalty Court location; Santa and the fire truck; and the arrival of the band by bus.

Start Program Time:

Chair Lucarelli noted the honorary tree lighters are Bruce Titus and his wife Linda Mares Titus. The Mayor will say a few words and the Fathom's Royalty will be introduced. They would also like to thank Puget Sound Energy for donating \$1,000 for lights.

The committee discussed the Jingle Bell Run; collection during the Chimes and Lights for the South Kitsap Helpline; poster printing; confirmation of the tree delivery date; garland and light decorations; and arrival of Santa and the fire truck;

There being no further business, Chair Lucarelli adjourned the meeting at 4:03 p.m.

Future Meetings:

November 21st, at 3:30 p.m. at City Hall.

Copies to: Council/Mayor/Department Directors/City Attorney
POBSA
Fathoms O' Fun
Port Orchard Library
Jingle Bell Run Coordinator
Chamber of Commerce
Sidney Arts Museum
Port of Bremerton