

**CITY OF MILLERSBURG  
EVENTS PLANNING COMMITTEE  
MEETING AGENDA**

August 25, 2022 @ 6:00 pm  
City Hall

**AGENDA**

**ROLL CALL**

**CONSENT AGENDA**

- 1) None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- 1) Create and discuss schedule for set-up Friday and Saturday.

**FUTURE MEETING DATES**

Do we need/want another one?

## Millersburg Celebration

Committee: Run/Walk  
Celebration Date: September 10, 2022  
Date: August 25, 2022  
Chair: Kim  
Members:

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### **New Business:**

None

### **Current/Active Projects:**

Continuing to place run information on free websites as I've found them. Continue to seek places out to post.

**Budget Change:** None

### **Needs from Committee:**

None

### **Vote Requested:**

None

### **Goals for Next Month:**

Continue to promo  
Finalize all supplies needed

### **Projects Completed (& see checklist):**

## Checklist of Items:

### Preparation:

- Secure & work with Eclectic Edge Done
- Create award categories Done

### Promotion/Marketing:

- Schedule and work with Marketing Done

### Route:

- Determine route Done
- Coordinate w/City incl. signage and volunteer locations Done
- Create route map Done
- Apply for County or City permits (as needed) N/A

### Order Supplies:

- Signs Done
- Shirts Done
- Medals Done
- Run bags Done
- Runner packets Done
- Bibs Done
- Cowbells Done
- Other (chalk-paint) Done

### Communicate with registrants:

- Pre
- Post

### Runner's Packet

- Schedule/Coordinate pick-up day (Friday before)
- Gather items for packets
- Assemble packets

### Volunteers

- Work with Volunteer coordinator for volunteer needs Done
- Coordinate as needed with volunteers
- Ensure necessary volunteer training (i.e. flagging)

### Friday before Run:

- Mark route
- Post directional and safety signs

### Run Day

- Manage same-day registrations
- Manage post-run beverage and snacks
- Announce winners & award medals