
INTEROFFICE MEMORANDUM

TO: MATT MCLACHLAN
FROM: RENEE GERHARD
SUBJECT: SUMMARY OF WEST END EVENT AS AT 02/10/2022
DATE: 02/10/2022
CC: NA

Good Afternoon Matt,

The status of the West End Event is as follows –

- Community Event Permit – signed and submitted
- Tables and chairs booked (30)
- Two magicians booked
- Band (No Alabi) booked
- DJ J Jameson booked
- Jumping Castle (TBC)
- Face painter booked
- Julie and Sammy's will have balloon animal maker in store
- Collating responses from local west end stores wanting to participate – currently have 36 as at 02/10/2022 on the list
- Schneider Electric (will have own canopy) will have football toss
- SV Arts and humanities will have chalk art contest
- SV Pottery studio will have art contest
- Kids world will have some games
- ** Several applicants have offered to run events as well such as cornhole and give aways TBC
- Volunteers will be needed
- Food Trucks confirmed
 - Two barking dogs (hot dog and kettle corn)
 - Poppin Laurie's (kettle corn)
 - Julie and Sammie's (ice cream truck on west end)
 - Big Woodies (bbq, hot dogs etc) waiting on contract
 - Texas Twister TBC waiting on contract
 - March 28 is cut off for confirmations
- MWR are offering to attend have applied
- 501 have been contacted – awaiting reply