



Timeless Occasions

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Presented to Millican Reserve
April 13, 2017

Table of Contents

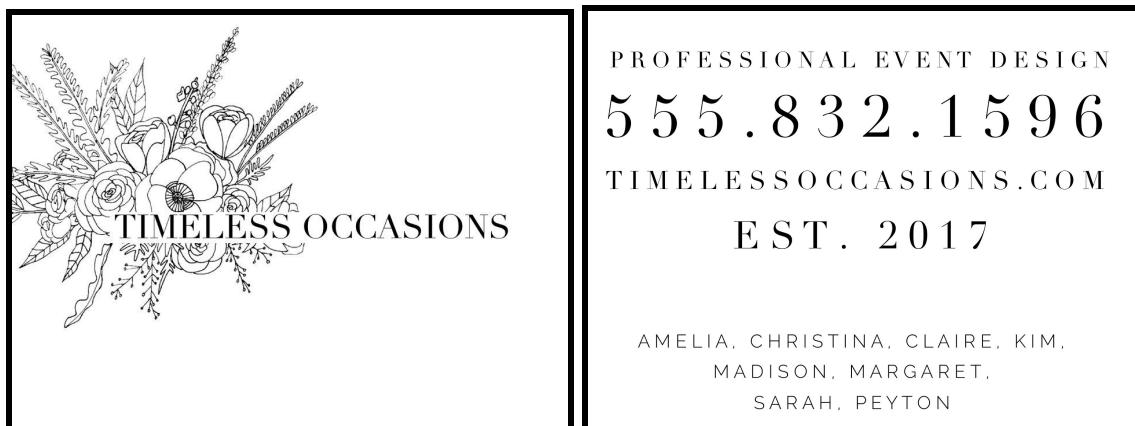
Timeless Occasions	3
Client Information	4
Goals & Objectives	4
SWOT Analysis	5
Operations	5
Activities	5
Food and Beverage	7
Elements of Decor	7
Take Away	9
Administration	9
Site Plan	9
Infrastructure	11
Registration	12
Personnel	17
Event Timeline	25
Project Timeline	29
Marketing	30
Tarket Market Breakdown	30
Marketing Material	31
Marketing Timeline	32
Social Media Strategy	33
Sponsorship	35
Finance	39
Risk Management	40
Sustainability Initiatives	45
Evaluation	45
Rental Vendor Information	47



Mission statement: We strive to provide exceptional and personal service for each individual, creating valuable events that communicate the ideas of our clients and curate lasting experiences.

Vision statement: Timeless Occasions will be recognized as a high quality event design company that leaves a lasting impression for all event participants.

Business Card (Front & Back)



Client Information

Client: Millican Reserve

Name/Title of the Event: FreedomFest

Type of Event: 4th of July Festival

Purpose of the Event: Millican Alliance is interested in bringing the community(adults and children) together, during the day, to celebrate the 4th of July with a fun day of activities.

Client's Vision: To welcome children and adults to learning and playing in nature every day.

Date of event: July 4th, 2017

Goals:

1. Reintroduce an annual community event on the 4th of July.
2. Highlight and celebrate outdoor recreation, art, sustainable agriculture and wildlife conservation.
3. Encourage the community to spend time outdoors.

Objectives:

1. Create an event that will grow in attendance by 15% each year through strong marketing and quality service.
2. Highlight local music and artists by inviting at least three performers.
3. Encourage outdoor recreation by offering 3-5 different field games to participants.

SWOT Analysis

Strengths <ol style="list-style-type: none">1. Millican Reserve has a well known reputation.2. Good relationship with customers.3. Selling the products directly to the customer.	Weaknesses <ol style="list-style-type: none">1. Not well known by the public.2. This is the first year to host the Freedomfest.3. Many of the college students will be out of town.4. Location is not convenient for everyone.
Opportunities <ol style="list-style-type: none">1. Employment opportunities for local artist and vendors.2. Gain a larger clientele.3. Internet can be used as a marketing tool.	Threats <ol style="list-style-type: none">1. Competing with other businesses for clients.2. Competitors have better advertising and marketing.3. Prices for supplies may be too expensive.

Operations

Activities

- Live Music & Dancing
 - Working closely with AdvantGX to find five local musicians/bands.
 - A dance floor will be set up in front of the stage
- Timeless Family games
 - Bottle Rings
 - Participants will be given rings to toss onto soda bottles for a prize.
 - Sack Race
 - Participants will stand inside a potato sack and race through a designated finish line.
 - Apple Balance Race
 - Players will balance an apple on their head and walk down and back as quickly as possible. The next team member will then repeat this process until all team members have crossed the finish line.

- Balloon Darts
 - This game will be rented from Hullabaloo Bounce House. Participants will be given a number of darts to throw, trying to pop balloons for a prize.
- Horse Shoes
 - Horse Shoe sets will be provided for people to play at their own leisure.
- Games for young children
 - Kiddie Pool Marbles
 - Children will dip their feet in a kiddie pool and try to pick up marbles using their toes.
 - Kiddie Ring Toss
 - Variation of the original game catered to small children.
 - Duck Pond
 - Children will be able to pick a rubber duck out of a pool and get a prize corresponding to the number on the bottom.
- Pick up games of Soccer, frisbee, and football in open space
 - A few items will be provided
 - Attendees will be encouraged through facebook to bring their own games as well

Chalk boards will be set around labeling each game where the line starts.

Game rules will be communicated by volunteers who are running the games before each round. Volunteers will also be available to answer questions for those standing in line watching. Games that are rented out will be played by the renter's rules. This includes age restrictions, team numbers, parent supervision, etc.



- Dessert Contest and Silent Auction
 - Participants will be allowed to submit one entry into the dessert competition. This entry can be either cookies, cake, or cobbler/pie. No entries needing refrigeration will be allowed.
 - There will be no entry fee for the contest, all entries will be made as donations to the silent auction.
 - Entries will be judged by three judges. First place in each category will receive a cash prize of \$75, second place will be awarded \$25, and third place will be given a free T-Shirt.
 - There will be a silent auction benefitting the Millican Reserve. Bidders will receive either a dozen cookies, or 11/12ths of a pie/cobbler or cake.
 - Complete list of rules can be found on the contest registration link.
- Produce market from the Farm at Millican Reserve
- Fire Trucks and Volunteer Firefighters present for pictures
- Photo Booth
- Face Painting
- Sparklers and National Anthem to end the night. Fireworks show if county permits.

Food and Beverages

- Food trucks:
 - **Mickey's Sliders:** burgers
 - **Pita Pit:** vegan/vegetarian food options
 - **DBQ Barbeque & Catering:** barbecue
 - **Chilly Willy's:** ice cream, snow cone, funnel cakes, etc.
 - **Rio Brazos Distillery:** whiskey, bourbon

Elements of Decor

Background:

- Ponds
- Trees/Nature

Lighting:

- String lights in Farmer's Market and outlining the perimeter of the dance floor
- Battery Candles in Mason Jars on tables under tents
- Light towers around the area (parking lot, walkways, food trucks, etc.)

Color:

- Rusty Red
- Dusty Blue
- Creams

Fabrics:

- Vinyl red/white table cloths
- Picnic blankets

Detailing:

- Small US Flags lining walkway from parking lot to check in desk. Also laid on table for people to pick up
- Directional signage (chalk boards)
- Painted Lawn Stars



Focal Points:

- Stage
- Food truck area
- Game area
- Farmer's market

Furnishings:

- Tents and tables
- Tables for Dessert Contest

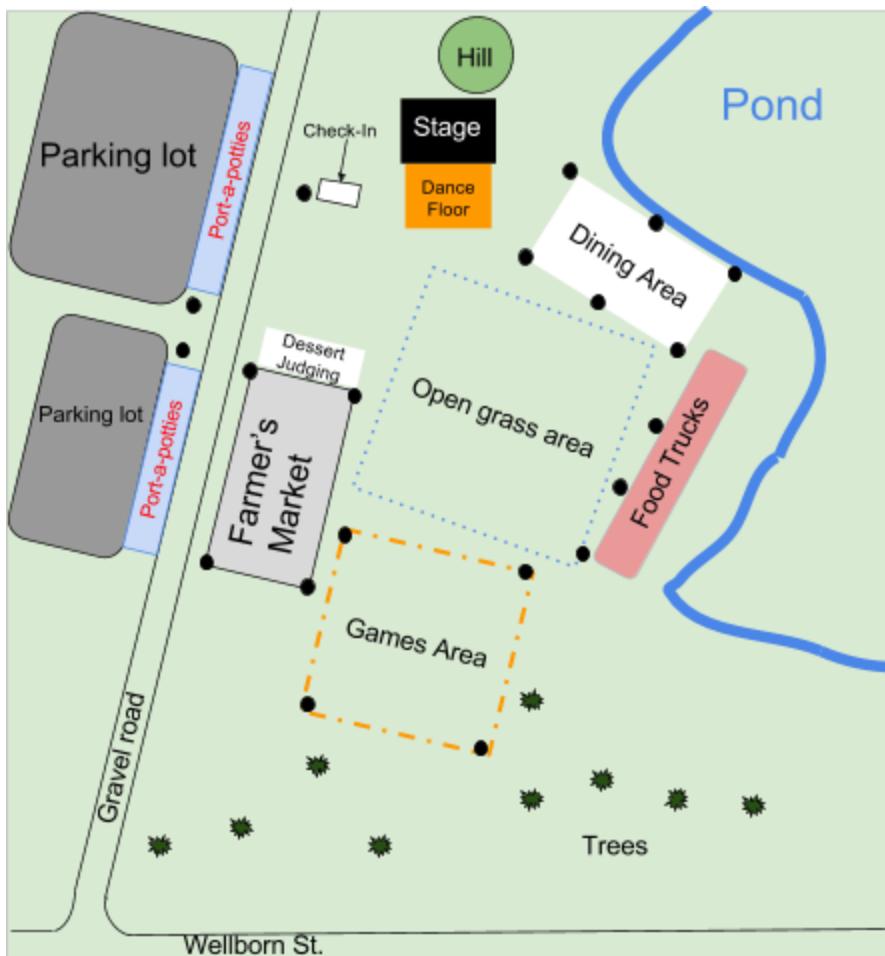
Take Away

- Pictures from photo booth
- Hand held fans with event logo
- Snapchat filter
- #FreedomFest2017 hashtags for social media (instagram, facebook, twitter, etc)

Administration

Site Plan

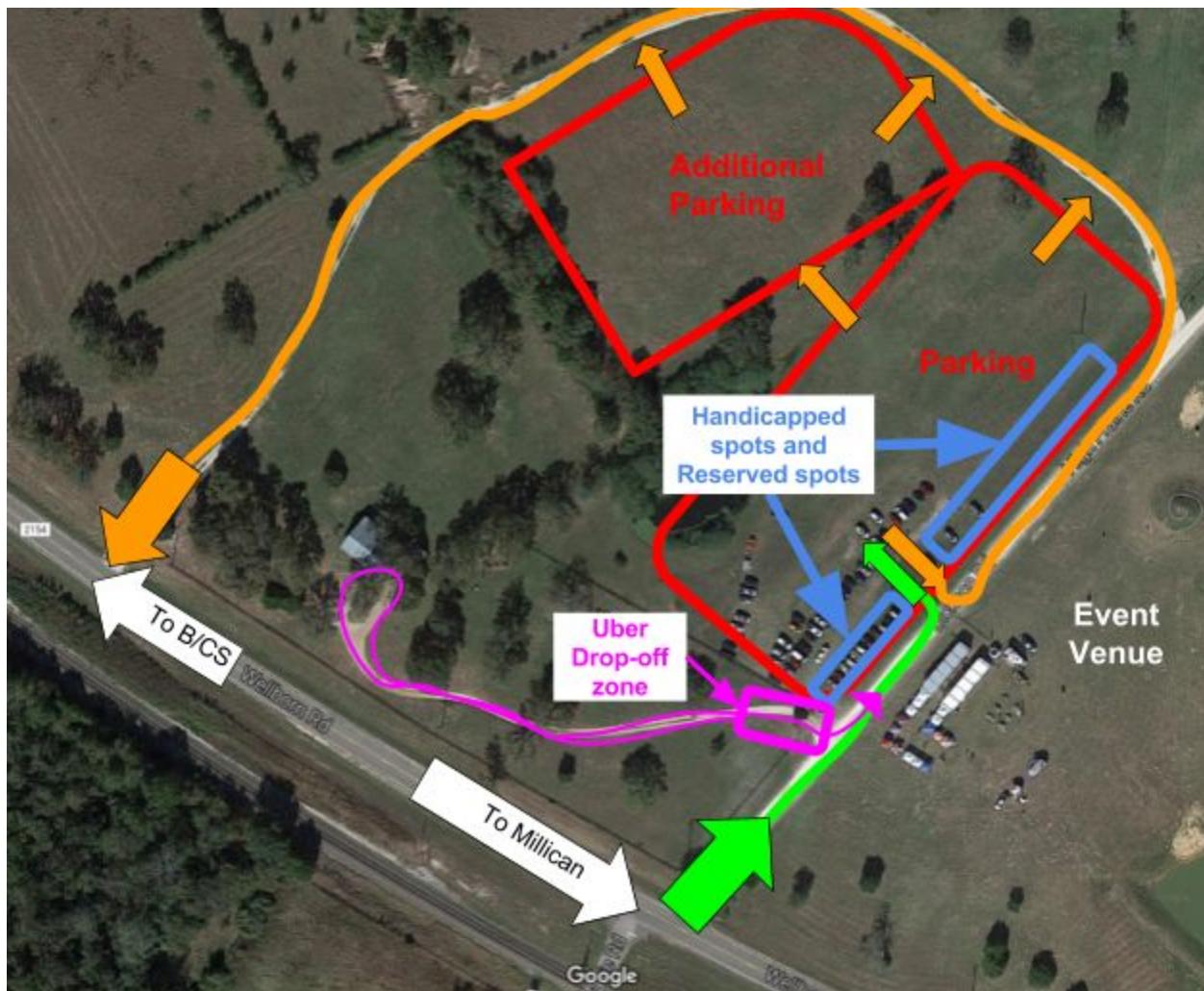
For the event, the majority of the Green will be used for various activities. Spaces will be marked off for games, music/dancing, food trucks, open picnic area, etc. The existing structure will be used for the Produce Market and the Dessert Competition. A rental tent will be set up with tables specifically for dining.



*Black dots indicate trash can/recycling bin locations



Infrastructure: Parking Plan



Parking/Traffic Map Legend:

- Smaller orange arrows: exits from parking lots
- Large orange arrow: Exit from venue
- Orange Line: Exit route
- Smaller green arrow: entry to parking lot
- Large green arrow: Entry to venue
- Green line: Entry route
- Red perimeters: parking lots
- Blue perimeters: handicapped (approx. 20) & reserved sponsor spots (approx. 10)
- Pink Rectangle: Uber drop-off zone
- Pink line: Uber route to turn car around and exit

Traffic considerations

- All guests will be entering the venue from the main entrance on High Prairie Rd. Exiting here will not be allowed.
- All guests will exit the venue from the back road. Entering will not be allowed.
- Uber, Lyft, etc. are highly popular transportation options. Therefore, we have a designated drop-off zone for guests utilizing these services.
- There will be staff members present at all times to guide guests to and from the exit and entrance, as well as direct them to the parking lots and drop-off zone.

Waste Management

- Four standard and one handicapped portable toilets will be lined along the fence of the parking lot towards the event entry.
- Trash cans and recycling bins located throughout the venue with special emphasis near the dining and food trucks areas.

Electrical/Power Needs

- Electrical needs for the stage will be satisfied by a single generator rented from We-Rent-It.
- This generator will be set up in the morning prior to the event, please look at event timeline.

Registration

Participants will purchase tickets at the following link:

<https://www.eventbrite.com/e/freedomfest-at-millican-reserve-tickets-32964758480>

They will have the option to buy a child (ages 0-12) ticket for \$4, an adult ticket for \$5, or a senior citizen ticket (ages 65+) for \$4. Any participant that presents a military ID will be allowed into the event for free. Tickets will be emailed to the participant and scanned at a check-in desk on site. Each participant will be given a wristband at check in so it is clear to volunteers that they have bought a ticket to be on the festival grounds. Ticket prices will increase by \$2 in every age category on the day of the event.

FreedomFest at Millican Reserve

Millican Reserve

Tuesday, July 4, 2017 from 4:00 PM to 10:00 PM (CDT)
College Station, TX



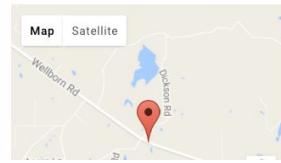
Ticket Information

TYPE	END	QUANTITY
Child	Apr 26, 2017	Free <input type="button" value="0"/>
Adult	Apr 26, 2017	Free <input type="button" value="0"/>
Senior Citizen	Apr 26, 2017	Free <input type="button" value="0"/>

[Register](#)

[Save This Event](#)

When & Where



19851 FM 2154
19851 Farm to Market 2154
College Station, TX 77845

Tuesday, July 4, 2017 from 4:00 PM to 10:00 PM (CDT)

[Add to my calendar](#)

Who's Going

Oops! We're having trouble connecting to Facebook. Please try again.

Share FreedomFest at Millican Reserve

[Email](#) [Share](#) [Tweet](#) [Like](#) Be the first of your friends to like this.

Event Details

FreedomFest is a 4th of July festival held on the Green at Millican Reserve and includes a fun afternoon of food trucks, live music performances, field games, and a dessert competition with a silent auction! You don't want to miss it!

Ticket Pricing:

FREE ADMISSION WITH A MILITARY ID

Children (Ages 0-12)- \$4

Adults- \$5

Senior Citizens (Ages 65+)- \$4

(Ticket Prices for each age group will increase by \$2 on the day of the event)

REGISTERING FOR THE DESSERT COMPETITION

Please copy and paste the following link into your web browser to secure a place within the dessert competition:

<https://docs.google.com/a/tamu.edu/forms/d/e/1FAIpQLSz2y1KDJWYGSWFAn7hdqro6c24nYfJZyFlkBe4v-xMNogZmw/viewform>

Organizer

Millican Reserve

[Contact the Organizer](#)

[View organizer profile](#)

CATEGORIES

- Cake
- Cookies
- Pie/Cobbler

SCHEDULE OF EVENTS

- Entries must be delivered to the dessert tent from 4:00 pm to 4:30 pm on the day of the event.
- Judging begins at 4:30 pm and will close at 5:30 pm.
- Awards distributed at 6 pm.
- Silent Auction begins at 6:10 pm and closes at 7:00 pm.

CONTEST RULES

1. One entry per team or individual.
2. Entries must be prepared from scratch.
3. All entries must be submitted covered and on a disposable serving dish (for example, a paper plate enclosed in a Ziploc bag or covering).
4. All entries must not require refrigeration while in the competition.
5. All entries in the cookie category must provide at least one dozen servings for auction and three servings for judges to sample. If entering a cake or cobbler, please enter an entire cake or a quantity sufficient to serve at least 15 people.
6. Entries should be identified by the name of the dessert and accompanied by the recipe.
7. Registration is limited to thirty individual or team contestants. Each individual or team that is planning to compete must register by Monday, June 26 or until registration capacity is reached, whichever comes first.
8. Entries will be judged by a panel of 3 judges selected by the competition's organizers.
9. Winning entries of each category will receive a cash prize of \$75, 2nd place entries of each category will receive a \$25 cash prize, and 3rd place entries of each category will receive a free "FreedomFest 2017" t-shirt.
10. There will be no entry fee to participate in this Dessert Competition.
11. Millican Reserve will keep all of the earning from the silent auction.

Have questions about FreedomFest at Millican Reserve? Contact Millican Reserve

Sample Ticket:

 570215795716731462001	Event	FreedomFest at Millican Reserve		 VII. IV. MMXVII.
	Date+Time	Location	Payment Status	
Tuesday, July 4, 2017 from 4:00 PM to 10:00 PM	The Green at Millican Reserve 19851 FM 2154 College Station, TX 77845	Eventbrite Completed		
Order Info	Order #570215795. Ordered by Peyton Sales on June, 24 2017 8:54 AM			
Type	Competition - Peyton Sales \$5.87			

Participants will also have the option to register for a dessert competition through the following link:

<https://docs.google.com/a/tamu.edu/forms/d/e/1FAIpQLScz2y1KDJWYGSWfAn7hdqro6c24nYfJZyFIkBe4v-xMNogZmw/viewform>



FreedomFest at Millican Reserve

Dessert Competition Registration

* Required

Individual/Team Name *

Your answer

Dessert Category *

- Cake
- Cookies
- Pie/Cobbler

Name of Dessert Entry

Your answer

CONTEST RULES

1. One entry per team or individual.
2. Entries must be prepared from scratch.
3. All entries must be submitted covered and on a disposable serving dish (for example, a paper plate enclosed in a Ziploc bag or covering).
4. All entries must not require refrigeration while in the competition.
5. All entries in the cookie category must provide at least one dozen servings for auction and three servings for judges to sample. If entering a cake or cobbler, please enter an entire cake or a quantity sufficient to serve at least 15 people.
6. Entries should be identified by the name of the dessert and accompanied by the recipe.
7. Registration is limited to thirty individual or team contestants. Each individual or team that is planning to compete must register by Monday, June 26 or until registration capacity is reached, whichever comes first.
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10. There will be no entry fee to participate in this Dessert Competition.
11. Millican Reserve will keep all of the earning from the silent auction.

Do you acknowledge that disobeying any of the rules listed above may result in your disqualification from this competition?

Yes

SCHEDULE OF EVENTS

- Entries must be delivered to the dessert tent from 4:00 pm to 4:30 pm on the day of the event.
- Judging will begin at 4:30 pm and will close at 5:30 pm.
- Awards will be distributed at 6:00 pm.
- The silent auction will begin at 6:10 pm and close at 7:00 pm.

Do you acknowledge that entries that fail to be delivered to the dessert tent from 4:00 pm to 4:30 pm on the day of the event will not be accepted?

Yes

SUBMIT

Never submit passwords through Google Forms.

Personnel

VOLUNTEERS NEEDED



DATE: JULY 4, 2017

VOLUNTEER TIME: 3:00-10:00

SIGN UP FOR SHIFTS OR FOR THE ENTIRE DURATION

Reaching Volunteers:

In order to ensure that all volunteer spots are being filled completely, we plan to reach out to all local high schools and churches in the Bryan/College Station area to ensure the utmost community involvement.

High Schools:

- A&M Consolidated High School
- College Station High School
- College View High School
- Bryan Collegiate High School
- Bryan High School
- Rudder High School
- MC Harns

Churches:

- Aldersgate United Methodist Church
- Beautiful Savior Lutheran Church
- Bethel Baptist Church
- Brethren Church of Bryan
- Bryan College Station Church of Christ
- Central Baptist Church Bryan Texas
- Christ Holy Missionary Church
- Christ United Methodist Church
- Church in College Station
- Clayton Baptist Church
- College Station Baptist Church
- College Station Chinese Church
- Covenant Family Church
- Covenant Presbyterian Church
- Fellowship Community Church
- First Baptist Church
- Friends Congregational Church
- Grace Bible Church
- Holy Cross Lutheran Church
- Korean Church of A and M
- Living Hope Baptist Church
- New Victory Temple Church
- Our Saviour's Lutheran Church
- Parkway Baptist Church
- Peace Lutheran Church
- Pleasant Grove Baptist Church
- Saint Francis Episcopal Church
- Saint Mark Baptist Church
- Saint Matthews Baptist Church
- Saint Thomas Aquinas Church
- Saint Thomas Episcopal Church
- Texas Ave Baptist Church
- Twin City Church of Christ
- University Lutheran Chapel
- Washington Chapel Baptist Church
- Celebration Church
- Faithful Baptist Church
- Southwest Church of Christ
- A&M College Station United Methodist Church

- Aggieland Faith
- Brazos Fellowship
- Campaign Kerusso
- College Station Seventh-day Adventist Church
- Cornerstone Church
- First United Methodist Church of College Station
- Hope Evangelical Free Church
- St Mary's Parish
- Wellborn Baptist Church
- A&M Church of Christ
- Brazos Community Church
- Brazos Community Evangelical Church
- Bright Light Freewill Baptist Church
- Community Church of Bryan
- First Assembly Of God
- Hansarang NCD Presbyterian Church
- Lighthouse Bible Church
- University Christian Fellowship
- College Hill Baptist Church
- Roans Chapel Baptist Church
- Salem Baptist Church
- Unity of the Brethren

JOB DESCRIPTIONS:

Site Leaders: each event will have at least one designated site leader that oversees their specific site and stays at the site the entire time their event site is running. They will be in-charge of ensuring all volunteers at their site are properly informed with all information in regards to their job site duties; **site leaders must be CPR and first aid certified in order to even volunteer for the position** and will be trained two weeks before the event is scheduled to be held, during that time they will be told all needed information for their site and what information needs to be passed down to their job site volunteers Number of volunteer leaders: 17; time: 3:30- until site taken down

Pre- Event Set-Up: help with setting up decorations and helping out wherever else needed (game set-up, table set up, etc); number of volunteers needed: 20; time: 12:00-4:00

Registration Table: help with admitting guests who have purchased tickets before hand as well as also help assist guests with the purchase of at door tickets as well as help collect and organize money accumulated; number of volunteers: 4 (not required, but would strongly prefer two Millican Reserve employees to volunteer); time: 4:00-8:45

Pie Table: help with organization of pies being entered in contest and helps make sure proper registration has been made in order to enter the contest; number of volunteers: 4; time: 4:00-5:00

Games/Entertainment: helping out with games, making sure guests know how to play each game, monitoring lines to game to ensure guests aren't overcrowding; all game volunteers must arrive to their assigned game site 30 minutes prior to their shift starting to ensure all rules and understanding of the game area is met and understood; volunteers needed: 48 (2 volunteers and one site leader at each game); time: 4:00-8:45 (games running), 9:30-10:00 (takedown games)

Runners: these volunteers won't be at just one designated site, they will be running back and forth between different event activities wherever they may be needed such as but not limited to helping out if there is overcrowding at game site, monitoring water jug levels every 30 minutes throughout the event and filling them up, assisting game site if volunteers are missing, if there is more help needed at pie

tables, etc; number of volunteers needed: 20 total (10 per 3 hour shift); time: 4:00-9:00 (ending time might be tentative depending on how much help is needed during the break-down process of the event; last shift volunteers will be instructed to stay longer if they are needed more)

Take-down Crew: volunteers will help take down games, help with taking down decorations, help collect trash, and also help out wherever they are needed; number of volunteers: 20; time: 9:00-11:00 (or until they are needed)

How to Sign Up:

https://docs.google.com/a/tamu.edu/spreadsheets/d/1JdQkxizcMomZPZGpcdJkYgGg7gt6_REMb_e-7WYwM3Y/edit?usp=sharing

Volunteers will be required to sign up at the shared googledoc (attached above) and must fill out all required information in their specific job desired.

Volunteers are allowed to sign up for more than one job as long as it does not interfere with their other job site conflicts.

Once the volunteer sign up sheet closes, if a volunteer has to back out at the last minute, they MUST contact their site leader.

Freedom Fest:			Sign Ups Close June 16 at MIDNIGHT				
Set Up/Decorating- 12:00-4:00 p.m.			* designates that you are CPR and first aid certified as a prequalification for the job				
Name	Phone Number	Email Address	Take Down Crew- 9:00- until needed (11:00 p.m. at the latest)				
Site Leader 1*			Name	Phone Number	Email Address		
Site Leader 2*							
Volunteer 1			Site Leader 1*				
Volunteer 2			Site Leader 2*				
Volunteer 3			Volunteer 1				
Volunteer 4			Volunteer 2				
Volunteer 5			Volunteer 3				
Volunteer 6			Volunteer 4				
Volunteer 7			Volunteer 5				
Volunteer 8			Volunteer 6				
Volunteer 9			Volunteer 7				
Volunteer 10			Volunteer 8				
Volunteer 11			Volunteer 9				
Volunteer 12			Volunteer 10				
Volunteer 13			Volunteer 11				
Volunteer 14			Volunteer 12				
Volunteer 15			Volunteer 13				
Volunteer 16			Volunteer 14				
Volunteer 17			Volunteer 15				
Volunteer 18			Volunteer 16				
Volunteer 19			Volunteer 17				
Volunteer 20			Volunteer 18				
Pie Table- 4:00-5:00			Registration 4:00-8:45 p.m.				
Name	Phone Number	Email Address	Name	Phone Number	Email Address		
Site Leader 1*							
Volunteer 1			Site Leader 1* or Millican Reserve Employee				
Volunteer 2			Site Leader 2* or Millican Reserve Employee				
Volunteer 3			Volunteer 1				
			Volunteer 2				
Games/Entertainment- Shift 1: 4:00-6:00			Games/Entertainment- Shift 2: 6:00-8:45 p.m.				
Site 1- Bottle Rings	Name	Phone Number	Email Address	Site 1- Bottle Rings	Name	Phone Number	Email Address
Game 1 Site Leader*				Game 1 Site Leader*			
Volunteer 1				Volunteer 1			
Volunteer 2				Volunteer 2			
Site 2- Sack Race				Site 2- Sack Race			
Game 2 Site Leader*				Game 2 Site Leader*			

Volunteer 1			Volunteer 1		
Volunteer 2			Volunteer 2		
Site 3 - Apple Balance			Site 3 - Apple Balance		
Game 3 Site Leader*			Game 3 Site Leader*		
Volunteer 1			Volunteer 1		
Volunteer 2			Volunteer 2		
Site 4 - Balloon Darts			Site 4 - Balloon Darts		
Game 4 Site Leader*			Game 4 Site Leader*		
Volunteer 1			Volunteer 1		
Volunteer 2			Volunteer 2		
Site 5 - Horse Shoes			Site 5 - Horse Shoes		
Game 5 Site Leader*			Game 5 Site Leader*		
Volunteer 1			Volunteer 1		
Volunteer 2			Volunteer 2		
Site 6 - Marble Game			Site 6 - Marble Game		
Game 6 Site Leader*			Game 6 Site Leader*		
Volunteer 1			Volunteer 1		
Volunteer 2			Volunteer 2		
Site 7 - Kiddie Ring Toss			Site 7 - Kiddie Ring Toss		
Game 7 Site Leader*			Game 7 Site Leader*		
Volunteer 1			Volunteer 1		
Volunteer 2			Volunteer 2		
Site 8 - Duck Pond			Site 8 - Duck Pond		
Game 8 Site Leader*			Game 8 Site Leader*		
Volunteer 1			Volunteer 1		
Volunteer 2			Volunteer 2		
Event Runner Shift 1- 4:00-6:00 p.m.			Event Runner Shift 2- 6:00-9:00 p.m.		
Name:	Phone Number:	Email Address:	Name:	Phone Number:	Email Address:
Site Leader 1*			Site Leader 1*		
Volunteer 1			Volunteer 1		
Volunteer 2			Volunteer 2		
Volunteer 3			Volunteer 3		
Volunteer 4			Volunteer 4		
Volunteer 5			Volunteer 5		
Volunteer 6			Volunteer 6		
Volunteer 7			Volunteer 7		
Volunteer 8			Volunteer 8		
Volunteer 9			Volunteer 9		
Volunteer 10			Volunteer 10		

Site leaders will meet with Millican Reserve for an orientation that will then allow them to best instruct their volunteers at their job sites. It is the responsibility of the site leaders to contact their site volunteers and relay all information.

Additional Details:

- During site leader training, site leaders will learn all of Millican Reserves implemented rules and regulations during large events. They will be expected oversee their designated sites and ensure that the volunteers in their sites are upholding to all of Millican Reserves core values and beliefs.
- All volunteers must arrive 20 minutes prior to their designated job sites.
- All volunteers are expected to wear their volunteer/staff white t-shirt, closed toe tennis shoes, and comfortable pants.

Important Dates:

- June 1: volunteer sign ups open
- June 16: volunteer sign ups close at midnight
- June 20: site leader training
- June 25: site leaders contact volunteers with an email regarding the job that they signed up for
- July 1: reminder email being sent out to ensure all information needed by volunteers is distributed (what to wear, what time to arrive, etc)

Sample Email:

To whom it may concern,

First off, thank you so much for volunteering for Freedom Fest at Millican Reserve. As a reminder the event will be held at Millican Reserve on July 4, 2017 from 4:00p.m. until 10:00p.m. Below are more details of what you should expect in regards to the upcoming event.

What to wear: closed toed shoes, comfortable pants, and volunteer t-shirt and name tag that will be issued for pick up during the event

All volunteers are required to arrive **30 minutes before** their scheduled time slot to ensure appropriate volunteer attire (tshirt and name tag) are issued and any and all information is appropriately administered. In regards to parking, there will be open parking. Since you will be working during the event, we kindly ask that volunteers park farther away from the entrance to leave more spaces open for guests with limited mobility.

During the event, all questions and concerns should be addressed to your designated site leader, as they will be properly trained to assist you. During the event, all site leaders will be in constant communication via telephone, therefor volunteers should be reassured that all necessary information will be appropriately relayed, such as but not limited to if there are any changes in the event schedule, cancellation of certain event features, or weather related precautions and or issues.

If for whatever reason you are no longer able to volunteer for this event, please contact your site leader and inform them as soon as possible so that we can adjust accordingly throughout the event.

This event is designed to bring communities together to not only celebrate the Fourth of July, but mostly showcase Millican Reserve, and we kindly ask that all volunteers not only have fun and actively engage with all guests, but to also present themselves in the utmost professional manner.

Thank you again for taking the time to volunteer at this wonderful event, we are so excited to see this vision come to life. If you have any additional questions or concerns, please do not hesitate to ask!

FreedomFest Event Timeline

Tasks to be completed prior to day of event:	
<ul style="list-style-type: none"> · Port-a-potties delivered the day before: July 3rd · Mason jar and battery candle decorations are made and completed · All supplies, equipment, etc. ordered · Signage is created and completed 	

Time:	Frame (Encounter)	Description
July 4 th , 9:00 AM	Begin Set-up of venue (9AM – 12 PM) <ul style="list-style-type: none"> · Staff and event managers only 	<ul style="list-style-type: none"> · Contact all equipment vendors to ensure arrival times · Set up small stage and begin setting up sound equipment (owned by Millican) · Apply spray paint star decorations to grass throughout venue
10:00 AM		
11:00 AM		
12:00 PM	Continue Set-Up (12 PM – 2 PM) <ul style="list-style-type: none"> · 22 volunteers arrive · Vendors arrive: <ul style="list-style-type: none"> o Light towers o Generators o Water Stations o Tents, tables, chairs, and fans 	<ul style="list-style-type: none"> · Set up sound equipment for stage (Staff only) · Generators, water station, and light towers are arranged in their proper locations (vendors only) · 6 Volunteers clean and arrange tables in the Farmer's Market · 4 volunteers set up string lights around Farmer's Market and around the perimeter of dance area · 2 staff members and 2 volunteers run to fire station to get water for the water station · 10 volunteers set up tents in dining area · 2 staff members set up fans in dining area
1:00 PM		

2:00 PM	Finalize Set-Up (2 PM – 4 PM) <ul style="list-style-type: none"> · Vendors arrive: <ul style="list-style-type: none"> ◦ Trashcans and recycling bins ◦ Food trucks ◦ Photo booth, carnival games, and cotton candy machine ◦ Farmer's Market vendors 	<ul style="list-style-type: none"> · 2 volunteers set up dessert competition table and registration table · 6 volunteers set up tables and chairs for dining area · 2 staff members set up trashcans and recycling bins around the venue · 5 volunteers set up decorations for tables (tablecloths and mason jars) · 5 volunteers set up game stations · 2 volunteers set up small US flags around venue and parking lot walkway · 2 volunteers set up signage around venue · Food trucks arrive and are directed/stationed by staff members · Farmer's Market vendors set up their displays/shops in their assigned area · Final walkthrough of venue conducted at 3:30pm by staff members and event coordinator
3:00 PM		
4:00 PM	DOORS OPEN <ul style="list-style-type: none"> · Guests begin arriving · Food trucks open · Farmer's Market opens · Dessert competition begins · Games stations open · Live music acts one and two begin 	<ul style="list-style-type: none"> · Dessert competition <ul style="list-style-type: none"> ◦ Entries must be submitted from 4pm - 4:30pm ◦ Judging will begin at 4:30 pm ◦ Judging concludes at 5:30 pm ◦ Awards given at 6:00 pm · 4 volunteers are stationed at dessert table · 2 Staff members are stationed at the registration table along with 2 volunteers · 2 volunteers are stationed at each of the 8 Game Stations for a shift of 4:00 – 6:00pm. <ul style="list-style-type: none"> ◦ 1 site captain for entire game area in case of any issues · 10 volunteers and 1 Site Captain will work as runners for a shift of 4:00-6:00pm · The 1st live music set will last from 4pm-5pm, including set up, warm up, and take down. · The 2nd live music act will begin setting up/warming up as soon as act one steps off stage. The 2nd act will perform and exit the stage by 6:00 pm.
5:00 PM		

<p>6:00 PM</p>	<ul style="list-style-type: none"> · Dessert Competition concludes · Live music acts three and four begin · Volunteer Shift one ends, shift two begins · Farmer's Market closes · Game Stations close 	<ul style="list-style-type: none"> · Dessert competition <ul style="list-style-type: none"> o Silent auction for all dessert entries begins at 6:10 pm and will close at 7:00pm · 4 volunteers are stationed at dessert table until the conclusion of the competition · 2 Staff member are stationed at the registration table along with 2 volunteers · 2 volunteers are stationed at each of the 8 Game Stations for a shift of 6:00 – 8:00pm. <ul style="list-style-type: none"> o 1 site captain for entire game area in case of any issues o 8pm: volunteers close down the game stations and clean up all supplies from the area. · 10 volunteers and 1 Site Captain will work as runners for a shift of 6:00-9:00pm <ul style="list-style-type: none"> o Runner's will assist Farmer's Market vendors to pack up at 7:00pm · The 3rd music act will begin setting up/warming up as soon as act two steps off stage. The 3rd act will perform & exit the stage by 7:00 pm. · The 4th music act will begin setting up/warming up as soon as act three steps off stage. The 4th act will perform & exit the stage by 8:00 pm.
<p>7:00 PM</p>		

8:00 PM	<ul style="list-style-type: none"> Headlining act begins Food trucks close Sparkler lighting and sing-along occurs* Take Down volunteers arrive 	<ul style="list-style-type: none"> The final (5th) music act will begin setting up/warming up as soon as act four steps off stage around 8:00 pm. All food trucks will close and begin packing up at 9:15 pm. Sparklers will be distributed to attendees at approximately 9:15pm <ul style="list-style-type: none"> The final music act will perform “God Bless the USA” at approximately 9:30 pm along with the lighting of the sparklers* Any and all activities will conclude at or before 9:45pm to ensure guests begin exiting by 10pm. 22 volunteers arrive at 9:00pm to take down and clean up the event. <ul style="list-style-type: none"> From 9-10pm they will clean all trash around the venue At 9:45, volunteers will also begin packing up decorations
9:00 PM		
10:00 PM	DOORS CLOSE <ul style="list-style-type: none"> Guests leave Volunteers and staff clean up 	<ul style="list-style-type: none"> All guests leave Millican Reserve All volunteers (22) will help pack up supplies, take down tents and tables, gather all chairs and decorations, etc. from 10pm-11pm. <ul style="list-style-type: none"> All volunteers leave at 11pm. 11pm onwards, staff will take care of any last take-down duties that are needed. Event coordinator/staff does a final walkthrough of the venue and takes inventory of all supplies, equipment, etc.
11:00 PM		
12:00 AM (Midnight)		

*An alternative plan is to replace the sparklers lighting and sing-along with a fireworks show. However, fireworks are not included in the current budget and require lengthy risk management precautions that we have looked into and are happy to work with Millican Reserve to explain.

Project Timeline

Major Function	Task	Deadline
Program Design	<ul style="list-style-type: none"> • Design program 	April 13
Staffing	<ul style="list-style-type: none"> • Open volunteer sign-ups 	May 1
Promotion	<ul style="list-style-type: none"> • Plan and Approve all promotional material 	May 6
	<ul style="list-style-type: none"> • Distribute flyers to schools for kids to take home 	May 22
	<ul style="list-style-type: none"> • Secure Sponsorships • Begin distributing promotional material to local businesses and public spaces • Begin to run radio and social media ads 	June 6
Rentals, Equipment, Supplies, and Materials	<ul style="list-style-type: none"> • All rental orders completed 	May 1
	<ul style="list-style-type: none"> • All supplies and equipment collected and stored on the property 	July 3
	<ul style="list-style-type: none"> • All rentals to be delivered to the event site 	July 4
Registration	<ul style="list-style-type: none"> • Design and approve registration page 	April 13
	<ul style="list-style-type: none"> • Launch Registration Page 	May 22
Set-Up Event	<ul style="list-style-type: none"> • Set up all supplies and equipment at event site 	July 4
Program Operation	<ul style="list-style-type: none"> • Secure Entertainment • Secure Food Vendors 	May 1
Clean-Up	<ul style="list-style-type: none"> • Take down all supplies and equipment at event site 	July 4

Evaluation	<ul style="list-style-type: none"> • Plan and approve evaluation method 	April 13
	<ul style="list-style-type: none"> • Distribute surveys to volunteers after the event 	July 4
	<ul style="list-style-type: none"> • Email surveys to participants 	July 5
	<ul style="list-style-type: none"> • Complete evaluation report 	July 11
Wrap Up	<ul style="list-style-type: none"> • Thank you email sent to sponsors the day after the event 	July 5

Marketing

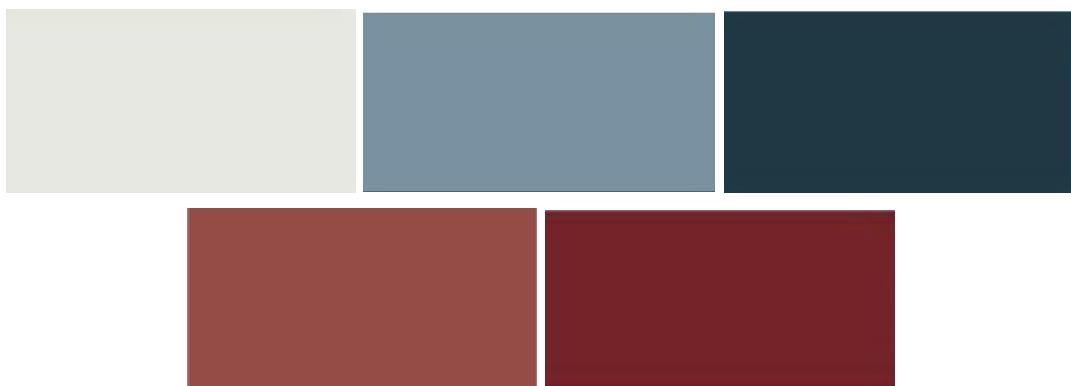
Target Market

Young families, retirees, and college students

Theme & Potential Branding

Theme: Classic Fourth of July

Color Palette: Rusty reds, dusty blues, with creams





Advertising

- Social Media
 - Facebook
 - Instagram
 - Snapchat
- Print
 - Local Newspapers
 - Flyers posted at schools and churches
- Radio

Promotional Video Script

"Celebrate the fourth of July with Millican Reserve at this year's FreedomFest! Enjoy a variety of food trucks, a dessert competition and silent auction, live music performances from local artists, and field games the whole family can enjoy! Go to [eventbrite.com/freedomfestatmillicanreserve](https://www.eventbrite.com/freedomfestatmillicanreserve) for more information and to purchase your tickets today."*

*We would recommend hiring a professional or assigning volunteers to film the event for future promo material

Marketing Material



Marketing Timeline

MAY 1	Plan and approve all promotional material
MAY 20	Make Facebook event page public Open registration page
MAY 22	Distribute flyers to schools for kids to take home
JUNE 5	Begin distributing promotional material to local businesses and public spaces Begin to run radio and social media ads
JUNE 6	Secure Sponsorships Finalize Back of T-shirt design with Sponsorship Logos
JUNE 19	Begin week long social media contest Order T-shirts
JUNE 26	Close social media contest Announce winner to social media contest
JULY 3	Send participants a reminder email

Social Media Strategy

- Facebook
 - Ads
 - Event Page
 - Social Media Contest
- Instagram
 - Social Media Contest
- Snapchat
 - Geofilter

The screenshot shows a Facebook event page. At the top, there's a header with the Facebook logo, a search bar, and a profile picture for 'Peyton'. Below the header, the user's name 'Peyton Sales' and 'Edit Profile' are visible. On the left, there's a sidebar titled 'MY EVENTS' with options like 'Upcoming', 'Calendar', 'Discover', 'Past', and 'Create'. Under 'THIS WEEK', there are two events listed: 'Sigma Chi- Grub Profit Sh...' (Today at 11 AM) and 'Active Minds x Chick-Fil-A' (Tomorrow at 5 PM). The main content area features an event card for 'FreedomFest at Millican Reserve' on July 4. The card includes the event title, 'Private · Hosted by Peyton Sales', and three buttons: 'Invite', 'Edit', and '...'. Below the card, it says 'Tuesday, July 4 at 4 PM - 10 PM' and 'The Green at Millican Reserve'.



Social Media Challenge Rules:

- Invite 5 friends to the Facebook Page
- Share the Facebook event page on your personal profile
- Like and comment #freedomfest2017 on the giveaway picture above

The randomly selected winner will win a Yeti cooler.

Merchandise



T-Shirts will be for sale for \$12. The front will show the logo for the event with the date, and the sponsors will be represented on the back



Fans with the event logo and date will be passed out at the registration table for free.

Sample Sponsorship Letter & Packet

[Date]

[Sponsor Name]
[Address]
[Address]

Dear [Sponsor]:

Millican Reserve will be hosting its first 4th of July Festival, FreedomFest. This festival will be held on Tuesday, July 4th, from 4:00 pm to 10:00 pm. Our goal is to highlight and celebrate outdoor recreation, art, sustainable agriculture and wildlife conservation while also strengthening the surrounding area's sense of community. We will be showcasing local music artists, restaurants, and encourage attendees to enter a dessert competition. We would love to partner with you to better strengthen our community's quality of life through this event.

The following information details the levels of sponsorship. However, any amount of donation would be much appreciated. Thank you for your time.

Sincerely,

[Name], [Title]
[Phone]
[Email]

On behalf of the Millican Alliance

Sponsorship

Checks will be made out to _____.

You will receive a donation confirmation from the email provided on the sponsor contract form below.

Sponsorship Levels:

Platinum Sponsor -- \$500

- Logo or name will be on the event t-shirt
- Logo or name will be listed on advertising posters
- 4 tickets to the event
- 2 reserved parking spots
- 2 free t-shirts

Gold Sponsor -- \$250

- Logos or name will be listed below Platinum Sponsors on the event t-shirt
- Logos or name will be listed below Platinum Sponsors on advertising posters
- 2 tickets to the event
- 1 reserved parking spot
- 2 free t-shirts

Silver Sponsor --\$100

- Logos or name will be listed below Platinum and Gold Sponsors on the event t-shirt
- Logos or name will be listed below Platinum Sponsors on advertising posters
- 2 tickets to the event

****All sponsor contracts and donations must be received by June 6th, 2017 to be included on the t-shirt.****

Please remember to send all of the following:

- Sponsor Contract
- A check payable to Millican Alliance
- If you are donating at the \$250 or above level please email a copy of your business logo in jpeg format for inclusion on the back of the event t-shirts to _____.

Sponsor Contract

Donation (DollarAmount)	
Sponsor (Name to be listed in marketing materials)	
Contact Name	
Address	
City, State, Zip Code	
Phone Number	
Email	
Signature	
Date	

Sample - Sponsor Thank-You Letter

[Date]

[Sponsor Name]
[Address]
[Address]

Dear [Sponsor]:

What a success! Brazos county residents have now enjoyed our first annual FreedomFest at Millican Reserve.

On behalf of the Millican Alliance, I want to extend a heartfelt thank you for your commitment to making this event so successful. It was the vision of Millican Alliance to strengthen our community. Your generous contribution helped make our vision a reality.

Please know that partnerships with our sponsors were vital to the success of this event. You are truly appreciated. Thanks again.

Sincerely,

[Name], [Title]
[Phone]
[Email]

On behalf of the Millican Alliance

Finance

Item:	Description:	Cost:	Vendor:	Contact:
Side Walk Chalk Boards	4 described; \$30/each	\$120.00		
Directional Sign		\$10.00		
Banner	Hung over street	\$564.00		
Lamp Post Banners	3 standard, 2 handicap, 5 handwashing stations; includes delivery	\$250.00	BCC Stop& Go Potties	979-260-0006
Portable Toilets	Cash prize given to dessert contest winner	\$373.63	Yeti	www.yeti.com www.eventswristbands.com
Cash Prize	Online social media winner	\$75.00		www.eventswristbands.com
Yeti Cooler	1000'; tab free, eco-friendly	\$299.99	Eventswristbands	
Events Wristband	500'; tab free, eco-friendly	\$31.97	Eventswristbands	
Events Wristband	24 tables; 10 people can fit per table; \$8.75/table	\$15.99	Eventswristbands	
Tables	Set up and take down fee; \$2/table	\$21.00	Party Time Rentals	979-696-5553
Table Set Up Fee	204 chairs; 10 chairs per table; \$1.50/chair	\$48.00	Party Time Rentals	979-696-5554
Chairs	Set up and take down fee; \$0.90/chair	\$306.00	Party Time Rentals	979-696-5555
Chair Set Up Fee	(40'x60')	\$183.60	Party Time Rentals	979-696-5556
Tent	4 needed; requires water (needs to be plugged into water source)	\$1,385.00	Party Time Rentals	979-696-5557
Fans	Product Name: Rust-Oleum Professional 15 oz; star spray paint; need red, white, blue; 12 or more \$3.95 each; \$47.40 for 12 (one color)	\$220.00	Party Time Rentals	979-696-5558
Spray Paint	Ring Toss game (all needed items included)	\$142.20	Home Depot	
Ring Toss	Balloon Pop game (all need items included)	\$65.00	Hullabaloo Bounce House	979-599-9219
Balloon Pop	12 sacks included	\$65.00	Hullabaloo Bounce House	979-599-9220
Potato Sacks		\$25.00	Hullabaloo Bounce House	979-599-9221
EMS	EMS truck on site and includes EMT; \$125/hr	\$750.00		
College Station Police Officers	\$140.22/officer; required to have 2 officers	\$280.44		
T-shirts	For sale \$12.00; ordering only 200; selling blue \$6.75/shirt; volunteers wear white \$5.50/shirt	\$1,900.00	CC Creations	979-693-9964
Photo Booth	Includes props, lighting, 4 changeable backdrops	\$250.00	Hullabaloo Bounce House	979-599-9221
Name Tags	Given to volunteers; 100	\$37.00	VistaPrint	www.vistaprint.com
Name Tags	Given to volunteers; 10	\$8.00	VistaPrint	www.vistaprint.com
Fans	Ordering 300'; \$0.64/fan	\$192.00	4imprint	www.4imprint.com
Kiddie Pool	4 needed; \$8/pol	\$32.00	Dollar General	
Marbles	200 needed; \$2.40/10 marbles	\$48.00	MarblesMarbles	www.marblesmarbles.com
Rubber Ducks	\$0.68/duck; need 50	\$34.00	QualityLogoProducts	www.qualitylogoproducts.com
Horse Shoe Game	2 sets needed; \$39.99/ each	\$46.00	Academy Sports and Outdoors	www.academy.com
Toy Prizes	Toy assortments (250)	\$29.98	Oriental Trading	www.orientaltrading.com
Glow in the Dark Bracelets	Various colors (100)	\$21.99	Oriental Trading	www.orientaltrading.com
Flags	\$0.19/flag (ordering 500)	\$95.00		
Table Cloths	1 roll covers 11 tables; \$26.99/roll; need 2 rolls for dining tables	\$53.98	Party City	www.partycity.com
Light Towers	4 needed; \$92/each	\$368.00	We Rent It	979-450-3922
Generator	1 needed; 1 for back up; \$59/each	\$118.00	We Rent It	979-450-3923
We Rent It Delivery Fee	Delivery fee	\$300.00	We Rent It	979-450-3924
Live Music	local artists performing during event	\$400.00		
Sparklers	1 pack 40 sparklers, need 13 packs for 520 sparklers; \$34/pack	\$442.00		
		\$9,790.77		

Risk Management/Safe Operations

Business	Cost	Hours	Total
College Station Police Department: Onsite Officers	To hire one officer for the event it would cost \$23.37 per hour.	For the whole event, 6 hours in all.	\$140.22 for one officer
Fire Department: Onsite fire truck and firefighters	All volunteer firefighters work for free. They do accept donations. They can also bring a fire truck for families to take pictures on for free.	6 hours	\$0.00 Donations can be made
St. Josephs EMS	To have an EMS truck onsite is \$125 an hour. This includes the EMT's as well	6 hours	\$750.00

Contact information for security: (College Station Police Department)
979-764-3500

- Police officers would direct traffic in and out of event
- Maintain crowd
- Walk through parking areas to ensure safety of vehicles and belongings

Contact information for the Fire Department: (Brazos County Precinct 1)
979-361-3888

- Fire trained personnel usually are not at events for standby
- Whoever is on duty will call a medical dispatcher in case of emergencies
- Brazos County Precinct 1 will respond to any emergencies regarding Millican Reserve.

Policies regarding Fireworks and the burn ban: (Information from Greg Rogers)

- Within the city limits not fireworks are allowed without a permit.
- In order to receive a permit you must go through the fire marshal.
- After getting an approved licenses the fire department staff will go inspect the site to see if it meets safety requirements.
- A licensed firework professional must be there to set off the fireworks
- Within the county fireworks are allowed as long as there is no burn ban.

Information regarding firetruck and staff: (Chet Barker) 979-268-5786

- To have onsite volunteer firefighters it will cost nothing. They do take donations. They ask for advance notice on how many volunteers will be needed.
- They can bring a firetruck for children and families to take pictures on if available during that time. If not they do have a smaller one they could bring.

Information regarding EMS on standby: 979-775-5911

- St. Josephs EMS
- To have an EMS onsite along with EMT's it cost \$125.00 an hour
- A request form must be filled out and sent back to St. Josephs to be approved before they can come.

Information regarding health department:

- Before serving guest any food or beverages ask about allergies
- Always have an epipen onsite for emergencies
- Make sure all vendors / food trucks are up to date on food handler certificate and TABC license

Emergency exit plan: All staff will be trained on emergency procedures. Each staff member will be assigned a specific part. There will be practices held for emergency exit procedures before the event occurs. The emergency exits will be located by the entrances. Staff members will be trained on how to maintain a crowd in a panicked situation along with providing safety for everyone including themselves.

Signage:

- There will be a banner at the entrance of the event informing clients they will not be allowed to bring any drugs, alcohol or guns inside the event. If seen with these items you will be removed from the premises.
- Officers will be walking around to ensure everyone is obeying the rules.
- On the bottom of the flyers and invitations sent out a reminder of what's not allowed at the event will be added.

- Signs will also be placed at the entrance pointing to parking. Officers will also be directing traffic and pointing people towards parking.
- In each parking lot there will be a lawn sign informing everyone that Millican Reserve is not responsible for any stolen items so make sure to lock your vehicle.
- There will be police officers walking around the parking lot to observe if any theft is going on.

Departure Plans:

- After the event staff members will help direct the crowd out toward the parking lots.
- The police officers will direct traffic out of the parking lots and on the highway.
- Police officers will ensure a safe easy exit process.

Weather constraints / Plan B:

- If it starts raining have available pop up tents for people to sit under.
- If it happens to rain have volunteers or staff members set up a frame tent and move other items under covered areas.
- Company that supplies outdoor event tents: Promotional Design Group
- Renting frame tent or pop up tent contact information: 626-579-1772
- The cost of these tents vary according to how many are available at the time, how long you are renting it and number of tents needed.



Example of a Frame tent offered from this company.

- If there is a severe thunderstorm, tornado warning, hail storm or any other dangerous weather condition that could put people in harms way then the event will be cancelled.

- All money will be refunded to people who bought tickets. Apology letters will be sent to each client and vendor. Gift baskets could be made to send to the vendors who contributed to this event.

Items allowed at to the event:

- Blankets
- Water bottles
- Fans
- Lawn chairs
- Purses
- Sunscreen

Items not allowed at the event:

- Drugs
- Dogs
- Alcohol
- Guns

Risk assessment and site inspection: Must be done before the event days before and again hours before the event . Site inspection done by event planner, firefighters or planning and development services.

Accident reports: All accident reports will be done by the event planner.

Emergency contact numbers that all staff members must be aware of:

- 911
- College Station Police Department 979-764-3500
- Fire Station Brazos County Precinct 1: 979-361-3888

Safety equipment needed for the event:

First aid kit: 25 person first aid kit is \$33.00

Fire extinguisher: \$69.95

Water jugs: 5 gallon of water is \$21.00

Life jackets: \$5.88

Staff requirements

- Have someone trained in CPR & first aid
- Have someone supervising the area near the pond at all times
- Have someone trained in lifeguarding

Fire Department Presence

- All firefighters on site are volunteers. Millican Reserve can request as many as they would like. They refer you to give them a couple weeks notice in order to ensure they can provide the amount of people needed.
- All firefighters on site will cost nothing but they take donations. There will be no budget for them. People will have the opportunity to give them donations.

EMS requirement:

- It is not a requirement but it is recommended in case of emergencies.

First aid & Dehydration station:

- There will be an EMS on site in case of any emergency.
- If someone passes out or gets injured the EMT's will take them to the EMS truck.

Lost and Found station:

- All lost items will be placed in a box and stored in the main office.
- At the end of the night an announcement will be made informing everyone that lost items will be stored in the office. Ask for a staff members help and they will retrieve the lost item and return it back to the person.

Health department requirements for the dessert competition:

Contact information:(979-361-4440)

- Food Protection Manager Certification:A document obtained by a person in charge who demonstrates knowledge by being a food protection manager that is certified by a food protection manager certification program that is evaluated and listed by a Conference for Food Protection-recognized accrediting agency as conforming to the Conference for Food Protection Standards for Accreditation of food Protection Manager Certification Programs.

Licensed firework professional on site:

- Company:Entertainment Fireworks Inc.
- President:Judith A. Julian
- Contact information: 360-352-8911

- Price varies for every event and what the client wants. The price is set when you schedule the event.

Sparklers for the event:

- 36" gold, wire sparklers are the longest sparklers. These extra large sparklers burn for well over 3 minutes with a near-smokeless gold sparkle. They come in a pack of 10 sleeves with 4 sparklers each, for a total of 40 sparklers. Each pack cost \$34.00

Sustainability Initiatives

- Water stations as opposed to water bottles
- Re-usable informationals on recycling/composting near each recycling/composting/ trash bin
- Paperless advertising and ticketing, re-usable signage
- Tab-less wristbands
- Spray paint being used in the “lawn stars” aren’t going to damage the grass

Evaluation

- During the event, volunteers walk around and talk to guests to get their opinion and experience of the event. Volunteers should also fill this out as well to the best of their ability about what they have seen from the event.
- Posting a link on the Facebook event that will take the guests to a short quiz asking a few questions that were also asked to people in person if people feel they want to express their opinions.
- This feedback will then be given to Millican Reserve and their team in order to evaluate if this is an event they can put on next year, and if so what should change and what should stay the same. This will also help them get outside opinions that could affect how other events are run at the same location.

A sample of the evaluation can be found below.

Freedom Fest 2017 Evaluation

Please fill out this questionnaire about your experience attending Freedom Fest.

Please rate your overall experience from this event with 1 being "This event needs work" and 5 being "I enjoyed my time at this event and had fun".

1	2	3	4	5
<input type="radio"/>				

Would you attend this event again or tell others about this event?

- Yes
 No

Please rate the quality of food at this event with 1 being "Poor" and 5 being "Great!"

1	2	3	4	5
---	---	---	---	---

Please rate the quality of food at this event with 1 being "Poor" and 5 being "Great!"

1	2	3	4	5
<input type="radio"/>				

Please rate the how helpful and positive the volunteers were at this event with 1 being "Not helpful and negative attitudes" and 5 being "Very helpful and positive attitudes".

1	2	3	4	5
<input type="radio"/>				

Please rate how you enjoyed the music at the event with 1 being "I did not enjoy the music" and 5 being "I enjoyed the music a lot".

1	2	3	4	5
<input type="radio"/>				

Please rate your enjoyment of the games played at the event with 1 being "I did not enjoy the games at the event" and 5 being "I highly enjoyed the games played at this event".

1	2	3	4	5
<input type="radio"/>				

How did you hear about this event?

- Radio Ad
 Facebook
 Word of mouth
 Other: _____

Do you have any additional comments or suggestions for this event?

Your answer _____

SUBMIT

Contact Information for all Rental Vendors

Food Vendors:

- **Mickey's Sliders,**
P: (979) 846-4488,
700 University Dr E, College Station, TX 77840,
<https://www.facebook.com/mickeys.sliders/>
- **Pita Pit,**
P: (979) 694-5300,
2008 S Texas Ave, College Station, TX 77840
- **DJ's Catering and Concession,**
P: 1-800-568-9370,
<http://www.djscateringandconcession.com/our-grill.html/>
- **Chilly Willy's,**
P: (979) 739-5242,
<https://www.facebook.com/Chilly-Willys-Shaved-Ice-210179155687371/>
- **Rio Brazos Distillery**
P: (979) 703-7935
11405 N Dowling Rd, College Station, TX 77845
<http://www.boxcarwhiskey.com/>
- **Website to book food trucks (not including Chilly Willy's or Rio Brazos Distillery):**
<https://roaminghunger.com/college-station/food-truck-catering/aggie-lan-d-pita-pit/>

Stage Equipment Vendors:

- **Stage**
already owned by Millican
- **Sound equipment**
Already owned by Millican

Electricity Generators and Lighting Towers

- **Sunbelt Rentals,**
General Equipment & Tools,
(979) 589-2919,
3730 Endeavor Loop,
Bryan, TX 77808

Water vendor:

- **WaterMonster,**
P: (512) 563-1737,
info@thewatermonster.com,
<https://watermonster.us/>

Port-a-potties:

- **BCS Stop & Go,**
P: (979) 260-0006,
info@bcsstopandgo.com,
8825 Stewarts Meadow, College Station, TX 77845,
<http://www.bcsstopandgo.com/>

Tents, Tables, Chairs, fans:

- **Party Time Rentals,**
P: (979) 696-5555,
partytimerentalscollegestation@gmail.com,
1816 Ponderosa Dr. College Station, TX,
<http://www.partytimerentals.com/>

Photo booth, Cotton Candy Machine, & Carnival Games (Rings Toss & Balloon Darts):

- **Hullabaloo Bounce House Rentals,**
P: (979) 599-9221,
party@hullabaloosbounce.com,
1709 E William J Bryan Pkwy, Bryan, TX 77802,
<http://www.hullabaloosbounce.com/home/>