



# TOWN OF BLADENSBURG QUARTERLY STUDY SESSION | OCTOBER 21, 2024

October 21, 2024 at 5:30 PM

4229 Edmonston RD, Bladensburg, MD 20710

## AGENDA

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Public Access Virtual via live stream of the Town's Facebook and YouTube pages:

<https://www.youtube.com/channel/UCoflhVTBeID3c9oH8GYSW0g>

<https://www.facebook.com/Bladensburgmd>

1. Call to Order – 1 min
2. Approval of Agenda – 1 min
3. New Business
  - A. Town Events | 2025: A discussion and overview of Town Events for Calendar Year 2025.
4. Adjournment



# Agenda Item Summary Report

<b>Meeting Date:</b> October 21, 2024		<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator	
<b>Item Title:</b> Town Events   2025: A discussion and overview of Town Events for Calendar Year 2025.			
Town Events   2025: A discussion and overview of Town Events for Calendar Year 2025.			
<b>Work Session Item [ ]</b> <b>Council Meeting Item [ X]</b>		<b>Documentation Attached:</b> 1. PowerPoint 2. Draft Event Form 3. Community Events from Admin 4. Community Events from Police Department	
<b>Recommended Possible Action:</b>			
Some of the possible Council actions: <ol style="list-style-type: none"> <li>1. Provide directions to staff on overall direction for the town events</li> <li>2. Provide specific directions on the remaining FY 2025 Events</li> <li>3. Provide direction on calendar year 2025 Events as outlined by staff</li> <li>4. Direct staff to research and bring back more information</li> <li>5. Other, Council provides thoughts and direction on any related matter</li> </ol>			
<b>Item Summary:</b>			
On September 12, 2024, Council Retreat, the Council agreed to meet quarterly to discuss current community events in the town. Some of those events are hosted by the Administration Department and the others by the Police Department.			
Some of the questions asked were: <ol style="list-style-type: none"> <li>1. What events do we currently host?</li> <li>2. How to improve what we currently have?</li> <li>3. How to make sure events are not duplicated?</li> </ol>			
The Council also agreed to hold an after-action meeting to review the events and gather feedback to help prepare for next year.			
Attach please find a list of events			
<b>Budgeted Item:</b> Yes [ ] No [ ] NA		<b>Continued Date:</b>	
<b>Budgeted Amount:</b>			
<b>One-Time Cost:</b> NA			
<b>Ongoing Cost:</b> NA			
<b>Council Priority:</b> Yes [ ] No [ ]		<b>Approved Date:</b>	



## TOWN OF BLADENSBURG

### Town Council Event Information Form

#### Event Overview

<b>Event Title:</b>
<b>Purpose/Goal of Event:</b>
<b>Event Date:</b>
<b>Event Time:</b>
<b>Event Location:</b>
<b>Theme:</b>
<b>Target Audience:</b>
<b>Expected Attendance:</b>

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#### Event Details

- **Color Scheme/Decor:**
  - **Guest Speakers/Presenters:**
    - *Names, Titles, and Roles:*
  - **Audio/Visual Needs:**
    - *Microphones:*
    - *Projectors:*
    - *Screens:*
    - *Sound System:*
    - *Other:*
  - **Stage/Podium Requirements:**
  - **Tables/Chairs:**
    - *Number of tables:*
    - *Number of chairs:*
  - **Special Setups:**
    - *Roundtables, Classroom style, U-shaped, etc.:*
  - **Transportation Needs (for Seniors or other groups):**
    - *Shuttle, Vans, or Special Arrangements:*
-

## Food & Beverage

- **Food for Participants:**
    - *Type of Food (Buffet, Boxed Lunch, etc.):*
    - *Caterer/Food Provider:*
    - *Dietary Restrictions or Special Requests:*
  - **Food for Guest Speakers/Presenters:**
  - **Beverages Provided:**
    - *Coffee, Water, Soft Drinks, etc.:*
  - **Additional Snacks or Break Options:**
- 

## Event Timeline & Logistics

- **Event Setup Start Time:**
  - **Event Breakdown/Cleanup End Time:**
  - **Run of Show (Agenda/Program):**
  - **Volunteers/Staff Support Needed:**
  - **Parking/Transportation for Attendees:**
  - **Public Safety Needs:**
  - **Marketing/Promotion Plans:**
    - *Flyers, Social Media, etc.:*
  - **Registration/RSVP Details:**
    - *Online or In-Person Registration Required?:*
- 

## Additional Information

- **Budget Constraints or Requirements:**
  - **Any Special Requests or Notes:**
- 

## Contact Information

- **Event Organizer:**
  - *Name:*
  - *Email:*
  - *Phone Number:*
- **Point of Contact on Event Day:**
  - *Name:*
  - *Phone Number:*



# COMMUNITY EVENTS 2025



Prepared by  
RAY JEFFERIES  
Marketing Specialist



REMAINING  
2024

Section 3, Item A.

# TOWN OF BLADENSBURG EVENTS SCHEDULE

## October

Saturday, October 26: **Bladensburg Day** – David C. Harrington Park – 10:00am to 3:00pm

## November

Tuesday, November 11: **Veterans Day** – Peace Cross Memorial – 11:00am to 12:00pm

Saturday, November 22: **Bladensburg Turkey Distribution** – Bladensburg High School – 10:00am to 12:00pm

Tuesday, November 27: **Turkey Trot** – Bladensburg Waterfront Park – 7:00am to 9:00am

## December

Friday, December 5: **Yule Log** – Bladensburg Town Hall – 6:00pm to 9:00pm

Thursday, December 11: **Senior Gala** – Bladensburg Community Center – 10:00am to 2:00pm

Saturday, December 13: **Bladensburg Holiday Meal Distribution** – Bladensburg High School – 10:00am to 12:00pm



2025

# TOWN OF BLADENSBURG EVENTS SCHEDULE



## January

Monday, January 20: **MLK Day of Service** – Bladensburg Waterfront Park – 9:00am to 12:00pm

## February

Saturday, February 8: **Black History Month** – Location TBD – Timeframe TBD

## April

Friday, April 25: **Arbor Day** (to be determined)

Saturday, April 26: **Growing Green with Pride** – Bladensburg Town Hall – 9:00am to 12:00pm

## May

Thursday, May 9: **Mental Health Awareness** – Location TBD – 6:00pm to 8:00pm

Monday, May 26: **Memorial Day Ceremony** – Memorial Grove Park – 11:00am to 12:00pm

## June

Friday, June 20: **Juneteenth** – David C. Harrington Park – 6:00pm to 8:00pm

## July

Wednesday, July 2: **2024 Bladensburg Fireworks** – Bladensburg Waterfront Park – 6:00pm to 9:30pm

TBD: **Peace Cross 100th Anniversary Ceremony** – with MNCPPC

### September

Tuesday, September 9: **Senior Gathering** – Location: TBD – 10:00am to 2:00pm

### October

Saturday, October 4: **Domestic Violence Awareness** – Location: TBD – 10:00am to 12:00pm

Saturday, October 18: **Growing Green with Pride** – Bladensburg Town Hall – 9:00am to 12:00pm

Saturday, October 25: **Bladensburg Day** – David C. Harrington Park – 10:00am to 3:00pm

### November

Tuesday, November 11: **Veterans Day** – Peace Cross Memorial – 11:00am to 12:00pm

Saturday, November 22: **Bladensburg Turkey Distribution** – Bladensburg High School – 10:00am to 12:00pm

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Friday, December 5: **Yule Log** – Bladensburg Town Hall – 6:00pm to 9:00pm

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Saturday, December 13: **Bladensburg Holiday Meal Distribution** – Bladensburg High School – 10:00am to 12:00pm

Event Total:  
**19**





# 2025

# BLADENSBURG POLICE DEPARTMENT EVENTS SCHEDULE

## January

- 27th - Community Day of Service 1 - 5 pm
- 31st - MD State Police Polar Bear Plunge

## February

- 19th - Coffee with a Cop
- 26th - 28th - Police Explorers Advisors Conference

## March

- 1st - 2nd - Police Explorers Advisors Conference
- 13th - Chief's Community Walk
- 29th - Bike Olympics

## April

- 1st - Citizens' Police Academy Begins
- 14th - 21st - PGCPS Spring Break
- 19th - Eggstravaganza

## May

- 3rd - Mental Health Bike Rodeo
- 11th - 17th - Police Week
- 17th - Bladensburg Awards Banquet
- 21st - Coffee with a Cop

## June

- 10th - Citizen's Police Academy Graduation
- 12th - Chief's Community Walk
- 14th - Community Yard Sale
- 18th - Last Day of School



# 2025

# BLADENSBURG POLICE DEPARTMENT EVENTS SCHEDULE

## July

- 3rd - Bladensburg Fireworks Event
- 12th - Bladensburg Car Show
- 13th - 18th - Police Explorer/Cadet Bi-Annual Competition
- 28th - 31st - Jr. Police Academy

## August

- 1st - Ice Cream with a Cop
- 5th - National Night Out
- 23rd - Back 2 School Summer Jam
- 25th - First Day of School

## September

- 11th - Chief's Community Walk
- 13th - Youth Car Wash (Youth Programs Fundraiser)
- 29th - Police Explorers' Open House

## October

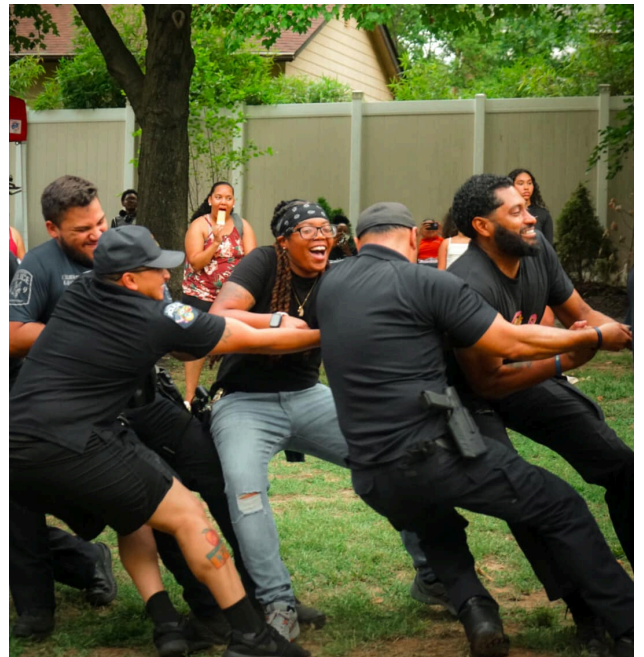
- 1st - National Walk to School Day
- 4th - Breast Cancer Awareness Event
- 24th - Trunk or Treat

## November

- 17th - Outreach Meals for Homeless
- 19th - Coffee with a Cop
- 21st - Turkey Giveaway for Seniors

## December

- 5th - Yule Log/Night with Santa
- 13th - Shop with a Cop
- 15th - PE/STT Holiday Party



# MID-SIZE EVENTS

## BLACK HISTORY MONTH

Item	Cost
Refreshments	\$2,000
Entertainment	\$1600
Giveaways	\$400
Transportation	\$1,000
Total	\$5,000

Total Budget = \$5,000

## MENTAL HEALTH/ DOMESTIC VIOLENCE

Item	Cost
Resources and Vendors	\$1,000
Transportation	\$550
Total	\$1,550

Total Budget = \$2,000

## JUNETEENTH

Item	Cost
Entertainment	\$400
Paint Supplies	\$200
Face Painting	\$800
Transportation	\$550
Total	\$1,950

Total Budget = \$2,000

## YULE LOG

Item	Cost
Refreshments	\$2,000
Supplies	\$710
Entertainment	\$1,150
Transportation	\$1,000
Total	\$4,860

Total Budget = \$5,000



# GREEN EVENTS

## MLK DAY OF SERVICE

Item	Cost
Supplies	\$0
Total	\$0

**Total Budget = \$0**

## GROWING GREEN WITH PRIDE - SPRING (EARTH DAY)

Item	Cost
Supplies	\$500
Dumpster	\$1,000
Shredding Truck	\$1,000
Refreshments	\$100
Total	\$2,600

**Total Budget = \$3,000**

## GROWING GREEN WITH PRIDE - FALL

Item	Cost
Supplies	\$500
Refreshments	\$100
Total	\$600

**Total Budget = \$1,000**

## ARBOR DAY (TO BE DETERMINED)

Item	Cost
Supplies	\$500
Refreshments	\$100
Total	\$600

**Total Budget = \$1,000**





# SENIOR EVENTS

## SENIOR GATHERING

Item	Cost
Refreshments	\$1,200
Entertainment	\$1,150
Supplies	\$350
Transportation	\$1,000
Total	<b>\$3,700</b>

**Total Budget = \$4,000**

## SENIOR GALA

Item	Cost
Refreshments	\$2,000
Entertainment	\$1,000
Supplies	\$350
Transportation	\$1,000
Total	<b>\$4,950</b>

**Total Budget = \$5,000**



# LARGE SCALE EVENTS

## BLADENSBURG FIREWORKS

Item	Cost
Fireworks	\$10,000
Entertainment	\$9,960
Restrooms	\$1,230
Lighting	\$4,000
Transportation	\$1,000
Supplies	\$700
<b>Total</b>	<b>\$26,890</b>

**Total Budget = \$27,000**

## BLADENSBURG DAY

Item	Cost
Stage	\$1,500
Entertainment	\$6,000
Supplies	\$2,500
Transportation	\$1,000
<b>Total</b>	<b>\$11,000</b>

**Total Budget = \$11,000**



# PATRIOTIC EVENTS

## MEMORIAL DAY

Item	Cost
Refreshments	\$250
Total	\$250

**Total Budget = \$250**

## PEACE CROSS 100TH ANNIVERSARY (M-NCPPC)

Item	Cost
To be determined	\$1,000
Total	\$1,000

**Total Budget = \$1,000**

## VETERANS DAY

Item	Cost
Refreshments	\$250
Total	\$250

**Total Budget = \$250**



# OTHER EVENTS

## THANKSGIVING MEAL DISTRIBUTION

Item	Cost
Refreshments	\$200
Meals	\$20,000
Total	\$20,200

**Total Budget = \$20,500**

## TURKEY TROT

Item	Cost
Shirts	\$500
Refreshments	\$100
Total	\$600

**Total Budget = \$1,000**

## HOLIDAY MEAL DISTRIBUTION

Item	Cost
Refreshments	\$200
Meals	\$20,000
Total	\$20,200

**Total Budget = \$20,500**

