



## 2025 Event Planning Sub-Committee - Meeting Agenda

03/24/2025 | 125 Fifth Ave W, Hendersonville, NC 28792 | 4:30 p.m. - 6:30 p.m.

Join via Zoom

<https://us06web.zoom.us/j/89822729855?pwd=wC3qquJd0aL3WZNqB5lYWmai5dwhlj.1>

Meeting ID: 898 2272 9855

Passcode: 544396

**Statement of goal** - Celebrate and Promote Environmental Education, Inspire Action, Renew and Expand commitments to protect our planet

Reminder: ***Hendo Earth Fest - Saturday, April 19, 2025 from 10:00 a.m. - 3:00 p.m.***

1. Call to order
2. Approval of minutes
3. Approval of agenda
4. Public Comment
5. Approval of meeting minutes
6. Subcommittee updates:  
Pam - Welcome back!  
Julia  
Elle  
Tracy  
Virginia  
Dawn  
Omar  
Betsey
7. Review current budget
8. Discuss event exhibitor/vendor map
9. Review Action list spreadsheet and assign HEF tasks
10. Discuss Yard Sign placement: (Last year) Front of Walgreens Spartanburg highway, Main Street - at 6th and 7th at Main St, city/county parks, Operations, Johnson Farm, Bountiful Harvest Community Garden, Pump House, Trinity Presbyterian Church, Lennox Park, Kanuga & State St., Blythe, Oscola Lake.

Discuss Banners and T Posts: (Last year) Fresh Market on Spartanburg Hwy, in triangle Four Seasons - Binions, City Hall, Five Points, City hall

**11. Future meeting dates:**

- April 7
- April 14
- May 5 - Debrief Meeting

**12. Actions for next meeting**

1. Finalize exhibitor/vendor map
2. Finalize [Musician/Stage schedule](#)
3. Finalize [HEF Schedule](#)
4. Update/Finalize [HEF Volunteer Plan](#)
5. Finalize additional event signage and purchase 24X36 [sandwich boards](#).  
Discuss event signage such as:  
Restrooms and Reusable water fill station located inside Visitor Center  
Electric Vehicle Exhibition  
Bike Vallet  
11X17 stands with Event Exhibition/Vendor Map  
any other signs needed?
6. Discuss Parking for Exhibitors/Vendors
  - County Courthouse parking
  - Free parking one block off Main Street (provide location)

**13. Adjourn meeting**