



2025 Event Planning Sub-Committee - Meeting Agenda

01/27/2025 | 125 Fifth Ave W, Hendersonville, NC 28792 | 4:30 p.m. - 6:30 p.m.

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

1. **Call to order**
2. **Approval of agenda**
3. **Welcome/Introductions** (10 mins)
4. **HEF Background and past event review** (10 mins)
5. **Plans for this year** (15 mins)
Location Main street between Allen (Henderson County Visitors Center) and Caswell (Wells Fargo Bank) Same area as Rhythm and Blues
Hendo Earth Fest - Saturday, April 19, 2025 from 10:00 a.m. - 3:00 p.m.
6. **Roles for subcommittee members** (25 mins)
 - Exhibitors Lead - Pam Torlina
 - EV Car Show Lead - Omar Zafra
 - Media/Advertising Lead - ?
 - Main Street business contact lead - ?
 - Entertainment lead - ?
 - Coordinate with City (police, Public works) lead - ?
- How to submit payment/checks for off duty police officers?
 - Volunteer Coordinator Lead - Virginia Tegel
 - Other roles or other volunteers?
7. **Discuss available HEF marketing materials and new purchases?** (15 mins)
 - Banners
 - Flyers
 - Yard Signs
 - Giveaways
 - Other
8. **Additional 2025 Event ideas** (10 mins)
9. What needs extra attention and additional discussion and Q&A (5 mins)
10. **Actions for next meeting** (15 mins)
11. **Next meeting and future meeting dates** (10 mins)
12. **Adjourn meeting** (5 mins)