

**Agenda
Regular Monthly Meeting
International Festival Committee
Tuesday, November 5, 2013 - 6:00 pm
Lawton Public Library – Meeting Room 2**

CALL TO ORDER / ROLL CALL

ITEMS REQUIRING ACTION

1. Consider approving minutes of October 8, 2013 meeting.
2. Consider approving October financial report.
3. Consider nominations for committee vacancy.
4. Consider approving 2014 Chair and Vice Chair.
5. Consider donating old festival t-shirts to the OK Recreation & Parks Society (ORPS).
6. Consider not meeting in December.

CHAIR'S REPORT

7. Wine Vendors

VICE CHAIR'S REPORT

8. Review of Vendor Guidelines

2014 COMMITTEES

9. Brochure Ad Sales / Sponsorships
10. Marketing / Publicity
11. Vendor Application Review
12. Entertainment Selection - 2014 Headliner suggestions
13. Stages:
 - a. South Stage
 - b. North Stage
 - c. Interactive Area
 - d. Street Dance
14. Children's Area
15. Information Booth
16. Volunteers
17. Decorations
18. Tree Decorating
19. Beer Booth
20. VIP Tent

ADMINISTRATOR'S REPORT

21. 2013 festival overview
22. Review of 2014 fees

OTHER/NEW BUSINESS

ADJOURN

The City of Lawton encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at 580-581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48-hour rule if an interpreter for the deaf (signing) is not the necessary accommodation.