



**Parker Honey Festival Committee
Parker Cultural and Scientific Commission**

AGENDA

March 4, 2025

4:30 – 5:30 p.m.

PACE Center Conference Room

1. Welcome & Introductions (5 min)

- Roll call & introductions (if needed)
- Brief overview of meeting objectives

2. Review of Previous Meeting Minutes (5 min)

- Recap of last meeting's key points & action items
- Address any outstanding tasks

3. Event Planning Updates (30 min)

- **Logistics & Venue**
 - Confirm date, time, and location details
 - Vendor & exhibitor space layout
 - Parking & accessibility plans
- **Programming & Activities**
 - Kids Hive
 - Music
 - Vendor demonstrations (e.g., honey extraction, beekeeping)
- **Vendors & Exhibitors**
 - Status of vendor applications & approvals
 - Beekeepers, honey sellers, craft vendors, and nonprofits
- **Marketing & Promotion**
 - Social media, website, and print materials
 - Community outreach & partnerships
 - Press releases & media coverage

- **Budget**
 - Budget review & necessary adjustments
- **Volunteer Coordination**
 - Roles, responsibilities, and recruitment updates
 - Training & scheduling

4. Open Discussion & New Business (10 min)

- Brainstorming for new ideas or improvements
- Address any committee concerns or suggestions

5. Action Items & Next Steps (5 min)

- Assign tasks & deadlines
- Confirm next meeting date

6. Adjourn

- Closing remarks