

Information
for
Fall All-Leaders Neighborhood Event

Official name: Fall in Love with your Neighborhood.
Date: October 13th, 2018.
Time: 2:00pm to 4:00pm (maybe later).
Setup Time: 12:00pm.
Location: Copeland Park (Large Shelter).
Building Rental: Large Shelter is rented from 12:00p to 6p (Verified).
Number of people: (Est 250-300 people last year).

Committee:

Information has been moved to [Event Information Spreadsheet - Committee / Leaders Tab](#)

Neighborhood Events Leads:

Information has been moved to [Event Information Spreadsheet - Committee / Leaders Tab](#)

Other potential Event Staff:

Interns (from the City).
Uconnect.
Viterbo – Make a difference, Service learning hours.
UW-La Crosse.
Western.

Theme:

Fall In Love With Your Neighborhood.
Fall theme, leaves.

Why are we holding this event:

To let people know that the neighborhood associations exist.
To let people know the function of the neighborhood associations.
To help build membership for the neighborhoods.
Establish new neighborhood association.
Create more awareness.
Education about Neighborhood Associations.
Replaces the Mayor's Conference.

Why would people want to come to this event:

To support the neighborhoods associations.
Presentation of Sarah Sullivan Award.

Each Neighborhoods Responsibility:

Banner or something identifying your neighborhood.
A game.

Prizes for game (candy, snack, etc.).
Neighborhood information (flier, postcard, business card).
An achievements board of some type.
Active work (What's going on in their Neighborhood Association).
Finding donors for items for the give-a-way/drawings (Small and Large).
Association shirts (maybe).

These items may be handled by All-Leaders/LCNI for the Neighborhood Associations.

Name badges for Officers and Workers.
Unique stamp for drawing cards.

Sign-In Table:

Tent?
Sign/Banner.
Sign-In sheet.
Computer/tablet for sign-in.
Neighborhood Card (for Large prize give-a-way).
Raffle/Drawing Ticket.
Place you ticket in a container for a specific prize.
Map – Pin your neighborhood.
Tell people about the event.
What the event is about.
 Neighborhood booths are here.
 Each neighborhood has a game to play.
 Refreshments are available here.
 Food is available here.
Take suggestions for next years event.

Sign-In Cards:

See last years card.
Design a new card.
 Event Name.
 Name, Address, Phone Number, Email.
 Neighborhood Names, Stamp Area.
Best Game, Best Display.
Different stamp for each neighborhood association.
How many cards should we make?
Do the cards need to be numbered?

Give-a-Way / Drawing:

What time is the drawing at:
Periodic, maybe on the half hour.
Main drawing is at 4:00pm.
Takes time to get around to all neighborhoods.
Two types of drawings (ticket and cards).
Design a card for the drawing with all neighborhood associations.
Requirements.

Card must be signed or stamped by ALL NA's (or maybe a number) to be eligible for main prizes.
Present to win? Large items are too hard to mail.
Can some prizes be mailed?
Amount of time to respond to claim prize.

Inter Association Competition:

Best Game.
Most Played Game.
Best Display.
By Peers, By Leaders, By Committee.

Entertainment for family and kids:

Neighborhood games.
Loggers Batting Cage for kids.
Loggers bounce house for kids.
City Bounce House.
Small ride on train, five to 8 cars, church in Onalaska.
Dunk Tank.
City Bounce House.
Portable silk screen printing.
Music/Band (The band may be at the end of the event post 4pm).
Street Entertainers.
Local artists (face paint, character pictures).
Leaf pile.
Pie in the face.
Sack Races.
Three leg race.
Wheelbarrow races.

Train 4000 – Train whistle.
Train 40 and 8 - Train rides.

Charle Wheeth fire truck.
Charle Wheeth blow something up.

Public Involvement:

Mayor's Office.
Planning Department.
Parks and Rec Department.
Police (Neighborhood Resource Officers from all Neighborhoods).
Police (Armored Vehicle).
Fire Department (Fire Truck) - Allow kids to spray the fire hose.
Fire Department (Rescue Boat).
Fire Department (Smoke House).

Food and Drink:

Apple cider.
Hot chocolate (Mark).

Old school soda machine (idea only).

Food truck or trucks (Food, pop).

Should we look at food vendors for soda, ice cream, and other small items?

Can we cook hot dogs and hamburgers ourselves. We could generate more money from this than food trucks? We can run and grab stuff as needed.

Sponsor for the event:

Global sponsors:

Kwik Trip.

Festival.

Loggers.

1919.

Pearl Street Brewery.

Soup.

Neighborhood Sponsors:

Shops/Store?

Hotels?

Golf?

Packers Tickets (Raffle Item)?

Loggers Tickets (Season Passes)?

Neighborhoods should focus on sponsors from their own neighborhood associations.

Other organizations that could participate:

Avoid it being a business/corporate sales event like the Business Expo turned into.

Criteria for allowing other organizations

- Helping Organizations.
- Have the same goals as the neighborhoods.
- Not to benefit another organization, except to provide exposure.
- Not be for a personal agenda.
- Be non controversial.
- Be non political.
- Do not sell a product.
- Not commercial.

Organizations to Contact

Planning (Caroline flyer through schools)

WisCorp.

ReNEW.

Coulee Cap.

Hunger Task Force.

Wafer.

SOUP.

Kane Street Gardens - Todd.

Food Forest - Barb.

League of Women voters.
La Crosse Family Collaborative.
La Crosse Promise.
Community School coordinators.
School Board – Superintendent, Principals.
United Way.
Boys and Girls Club.
Gundersen – Mayo.
Xcel Energy.
Big Brother and Big Sisters.
Biker Against Child Abuse.
La Crosse Library.

Fund Raising:

Bake sale.
Sponsor/Donations.

Should all proceeds go to LCNI for yearly maintenance?
Should all proceeds go to All Leaders for future events?
Should all proceed be split per neighborhood association?
(Not all neighborhood associations area part of LCNI.)

All neighborhoods associations have to agree.
All neighborhoods associations have to agree that the money would be held by LCNI.

Fundraising at the event was discussed as a way to fund the yearly expenses for LCNI, which right now would be \$166 a year per neighborhood association.

Legal:

Insurance.

This may be an LCNI sponsored event, but LCNI can only sponsor events for chapter members.

Does insurance cover neighborhoods that are not members of LCNI?

Does the Parks and Rec insurance cover everything?

Would we need to have separate insurance for a bounce house or any of the other entertainment?

Permits

Do we need permits for food?

Do we need permits for food trucks?

Do we need permits for entertainment (music)?

Do we need permits for the give-a-ways?

Do we need permits for fireworks?

Fundraising

Are there any regulation that we need to worry about for fundraising?

Games and Raffle

Are there any regulation that we need to worry about for games and raffles?

Advertisement (+ dates to advertise):

How do we get people from the La Crosse Areas to come to this event?

Facebook page.

La Crosse Area - Neighborhood Leaders.

Create a Facebook page.

Boost this event city wide (on date) before event (A boost of \$50 to \$100 should reach around 20k to 30k). Who is going to pay for this?

Create one post and share it with all neighborhood associations.

Facebook for event.

Postcard Event.

City wide mailer for event. How much would that cost? Design a postcard.
(or All Neighborhoods?)

Email through partners (ReNEW, WisCorp, etc).

Should we have yard signs (like RENEW) printed up?

Mayor Kabot announcement on Channel 8 and 19.

Make a proclamation day. "Today is the **La Crosse Area - Neighborhood's Day**"

Verify the Mayor Kabot is available for this event.

Use the following of other organizations to advertise this event.

Create a Website for event.

Tribune.

TV - Events.

Planning for weather:

Hot, Cold, Rain, Shine.

Acceptable limits for event.

Tarp for shelter, were not making the city money, were not renting the shelter, talk nicely to the city.

Cover the shelter if the weather is cold or at least the west side of shelter.

Event Setup/Take Down :

Setup is at 12:00, setup time may vary depending on how far we expand event. may still be useful to have the time to talk to other neighborhoods. Use part of the time to let people know information about event (1:00pm). Setup needs to be complete by 1:30pm.

Neighborhood table arrangement.

Entertainment arrangement.

Electricity availability (see which neighborhoods require).

Bounce House will add time.

Lists to create:

Game sign-up sheet.

Task list (Task, date to be completed, owner, status, verified).

Sponsors.

Event Staff / Set Up Staff.

Other Organizations.