



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2941
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www.ci.mequon.wi.us

FESTIVALS COMMITTEE
Wednesday, August 16, 2023
6:30 PM
North Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. July Minutes
- 3) Vendor Updates
- 4) Event Schedule
- 5) Festival Map
- 6) Response Plan
- 7) Committee Sign-up
- 8) Flyers & Yard Signs to distribute
- 9) Next Meeting Date and Time
 - A. September 6 at 6:30 P.M.
- 10) Adjourn

Dated: August 16, 2023

/s/ Vanessa Nerbun, Chair

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the City Administrator's Office at 262-236-2941, Monday through Friday, 8:00 AM – 4:30 PM



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FESTIVALS COMMITTEE
Wednesday, July 19, 2023
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Vanessa Nerbun
Committee Member Deanna Conaty
Committee Member Jenne Hohn
Committee Member Tracy Johnson
Committee Member Moshe Luchins
Vice Chair Miranda White
Committee Member Lisa Liljegren -- **Absent**
Committee Member Christine McLean -- **Absent**

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. June Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Committee Member White

SECONDED BY: Nerbun

AYES: Nerbun, Conaty, Hohn, Johnson, Luchins, White

ABSENT: Liljegren, McLean

3) Vendor and Sponsor Updates

Executive Assistant provided an update on sponsors and vendors. From conversations with vendors that have not submitted their paperwork yet, it is anticipated that there will be 32 Food & Beverage vendors, up from 27 last year and the most ever. Chair Nerbun will follow-up with Shaffer Development and Committee Member Johnson will follow-up with Gathering on the Green. Vice Chair White will reach out to Frenz Market about providing bale of hay and mums for photo-op.

Attachment: Festivals Mins 071923 (8679 : July Minutes)

a. Vendor Updates

4) New Load-out Instructions

The Committee reviewed the proposed load-out instructions and made a few tweaks. Vendors should have less stuff to breakdown than they had to set-up. With the Children's area staying open until 9, the whole footprint should be more active until the end. If vendors aren't busy, they can pack up on their own. Vice Chair White said that Brookfield has very firm instructions, she will share them for next year.

5) Children's Area

Committee Member Johnson moved to approve the Face painter quote for 4 hours and Chair Nerbun seconded. The motion was passed via Voice Acclamation. Sovereign Select would be admitted as a Non Food & Beverage vendor with the condition that they would sponsor the Face Painter.

6) Marketing

Flyers will be ready for distribution at the next meeting.

7) Next Meeting Date and Time

With the gap of time between set-up and breakdown, the Committee will sign-up for shifts at the next meeting so that there is always sufficient coverage.

8) Adjourn

Committee Member Hohn moved to adjourn at 7:25 p.m. and Chair Nerbun seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant

Vendor	Participated in 2022	Participated in 2021	Liquor License	2023	
Artist/Craftsman Vendors					
Beyond the Design LLC	Yes				
Black Birch	No	No		Yes	118.48
C Squared Wood Products	No	Yes			
Created by Kimberly (Sew Weird)	Yes	No		Yes	71.09
JLEE Studio - Wearable Art	Yes	Yes			
Danielle's Designs				Yes	118.48
Dog Gone Great LLC	Yes			Yes	118.48
Elegant Henna Tattoo	No	Yes		Yes	71.09
Full Circle Healing Farm at MNP	Yes				
Hiawatha Wood LLC	Yes	Yes		Yes	118.48
Honey Down Farm	Yes				
Garden Art by Dave	Yes	No			
Jen's Nifty Creations	Yes				
Jimmies Dog Gone Treats	Yes	Yes		Yes	71.09
Lake Country Growers				Yes	71.09
MB By Design	Yes	Yes			
Prairie Junction Farms				Yes	71.09
The Prpl Swan	Yes			Yes	71.09
Tobin Jewelers	Yes	Yes		Yes	71.09
With My Whole Heart				Yes	118.48
Total Artist/Craftsman Vendors	13	5		12	
Non-Food Beverage Vendors					
Advanced Wildlife & Pest Control	Yes	Yes		Yes	118.48

Attachment: Taste of Mequon 2023 Vendors (8688 : Vendor List)

Alzheimer's Assoc. of Wisconsin	Yes				
Board & Brush	Yes			Yes	
Cricket Academy	Yes				
FIFTH-MAIN				Yes	
Fred Astaire Dance Studio				Yes	118.48
Supercuts	No	Canceled			
Let's Celebrate	Yes			Yes	118.48
Mequon Community Foundation	Yes	Yes		Yes	
Mequon Thiensville Chamber of Commerce	Yes	Yes		Yes	165.88
M-T Education Foundation	Yes			Yes	165.88
Mequon Thiensville Historical Society	Yes	Yes		Yes	
Missing Links	Yes				
Christ Alone Evangelical Lutheran Church	Yes	Yes		Yes	118.48
BE Martial Arts, LLC	Yes	Yes		Yes	118.48
Renewal by Andersen		Yes			
Shorewest Realty				Yes	165.88
Sovereign Select Insurance Solutions				Yes	450
StretchLab		Yes		Yes	213.27

Knowledge Edge		Yes			
Little Sprouts Play Café	Yes				
Winkie's	Yes			Coming	
MATC Mequon				Yes	165.88
Mathnasium of Mequon	Yes	Yes			
Total Non-Food/Beverage Vendors	15	12		15	
Food Beverage Vendors					
Appe Thai	Yes	Yes		Yes	284.36
Arby's					
Armon's Catering	Yes			No	
Blue Cow Creperie	Yes	No		No	
MIL-WOK-EE Asian Street Food	Yes	Canceled week of		Yes	236.97
Cocoa Tree Confectionery (Gelato)	Yes	Yes		No	
Colectivo Coffee	Canceled				
Dr Dawg	No	Yes		Yes	236.97
Vendor	Participated in 2022	Application Received for 2023	Liquor License	2023	
Falafel Guys, LLC	Yes	Yes		Yes	236.97
Fiddlehead's					
Foxtown Brewing	Yes			Said Yes	
Frankies Food Truck (Caribbean & BBQ)	Yes			Yes	284.36
glaze, LLC	Yes	Yes		Yes	142.18
Good City Brewing					
Greek Street Eats				Yes	236.97
Happy Dough Lucky		No		Said Yes	

Immy's African Cuisine	Canceled	Yes		Yes	284.36
Julie's Blue Ribbon Cookies		Canceled week of		Yes	142.18
Kha Sushi Land	Yes		Yes	Yes	142.18
Leonardo's Pizza	Yes	Yes	Yes	Yes	236.97
Mequon-Milwaukee Diversity Rotary Club	Yes	No	Yes	Yes	284.36
Pete's Pops	Yes			Yes	142.18
S & T Cuisine				Yes	236.97
Say Cheese Curd Company	Yes				
Sendik's	Yes	No		Yes	189.57
SIP MKE	Yes	Yes	Yes	Yes	284.36
Stilt House	No	Canceled day of	Yes	Yes	236.97
Strolling Donuts	Yes			Yes	142.18
Sunrise Acai Bowls				Yes	
T. BEST Kettle Corn Co.	Yes	Unable to Attend			
That Taco Guy	Yes	Unable to Attend		Yes	236.97
The Cheel	Yes	Yes		Yes	
The Ladle Lady				Yes	142.18
Baaree	Yes	Yes	Yes	Yes	
Daily Taco & Cantina	Yes	Yes		Yes	236.97
eeat.us	Yes	Yes		Yes	
The Nutman Company USA, Inc.	Yes	Yes		Yes	236.97

The Ruby Tap	Yes	Yes	Yes	Yes	189.57
The Smokin' C's BBQ	No	No		Yes	236.97
Thiensville-Mequon Lion's Club	Yes	Yes	Yes	Yes	284.36
Tots on the Street				Yes	236.97
Uyghur Grill	Yes			Yes	142.18
Weathers Juice Lab				Yes	189.57
Yummy Bones		Yes			
Total Food/Beverage Vendors	27	17	8	32	9122.99



EVENT SCHEDULE
2023
NOON – 9:00 PM

Time	Event
12:30 PM – 2:30 PM	Main Stage: The Vee Three
3:00 PM – 5:00 PM	Main Stage: FallBack
Noon – 9:00 PM	Activities: Inflatables and Board & Brush Painting
Children's Area Artist & Stage Schedule	12:00 – 8:00 p.m. Bingo the Clown Balloon Artist 1:00 – 1:30 p.m. North Shore Dance Performance 1:00 - 5:00 p.m. Face Painter 1:00 – 7:00 p.m. Caricature Artist 2:00 – 2:30 p.m. Bella Via Dance Performance 3:00 – 3:30 p.m. BE Martial Arts Demonstration 4:00 – 4:30 p.m. Beglan Irish Dancers 5:00 – 5:30 p.m. Christ Alone Children's Choir 6:00 – 9:00 p.m. Silent Disco Neon Dance Party
6:00 PM – 9:00 PM	Main Stage: Hot Rod Huey & The B Sides



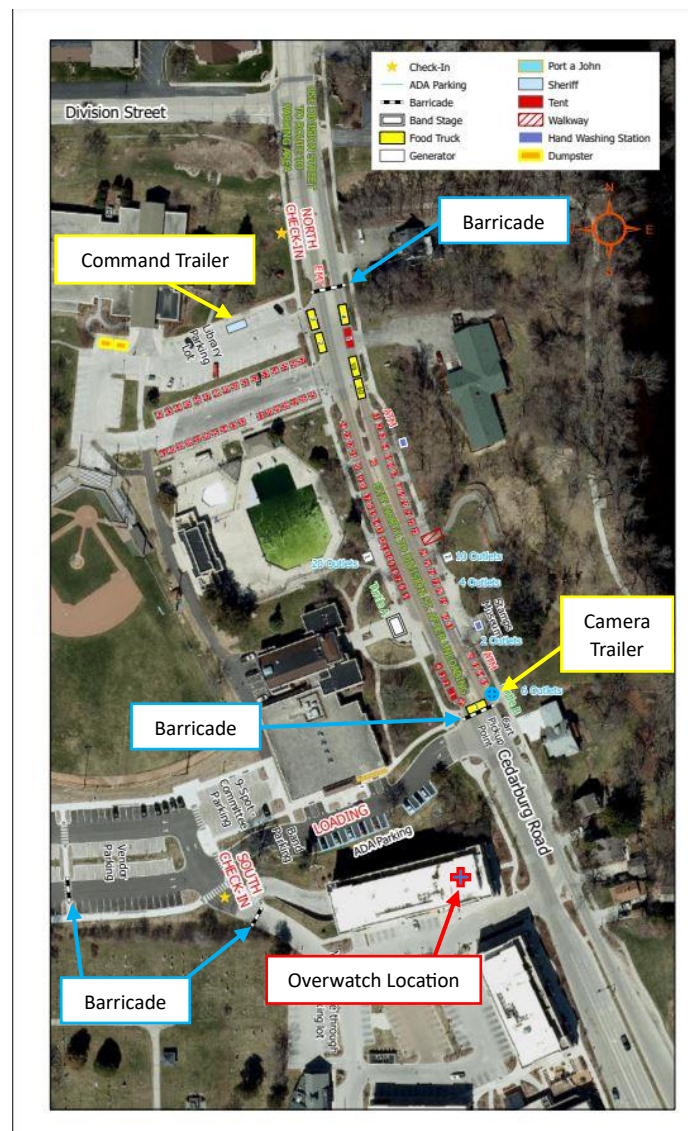
Taste of Mequon Response Plan 2023



OVERVIEW:

The Taste of Mequon is a one-day festival in front of Mequon City Hall that was created to spotlight community restaurants, artists, and entertainers, while bringing residents and business owners together to showcase all the elements that make Mequon a terrific place to call home. Taste of Mequon has grown every year and on average has 10,000-12,000 attendees. Event participants can enjoy the taste of scrumptious food prepared by local restaurants, sit back, and listen to sounds of local entertainers, visit with family, friends and neighbors, and stroll from booth to booth to appreciate the artwork crafted by local artists. There are also activities geared just for children. As this year is the 10th anniversary of Taste of Mequon, there will be fireworks at dusk launching from Reineke Field.

Overview Map



When:

Saturday, September 9th, 2023

–Taste of Mequon is open to guests from 12:00PM to 9:00PM

-8:45AM – Roads closed (dayshift place out barricades)

-9:00AM – Vendors can begin moving onto street

-11:30AM – Hard barricades will be placed by DPW

- six 20ft barricades in road

- large trucks will be placed by the Café Hollander entrance / exit

-12:00PM – Taste of Mequon begins

-8:50PM – Fireworks Begin

-9:00PM – Fireworks and the Taste of Mequon end

Where:

Directly in front of Mequon City Hall, 11333 N Cedarburg Road, to the northern-most entrance of the Frank L. Weyenberg Library, 11345 N Cedarburg Road.

SECURITY OBJECTIVE:

To provide a safe and enjoyable environment for Taste of Mequon attendees and Mequon residents, while still maintaining adequate staffing to provide the citizens of Mequon with their expected level of police and fire services.

RISK ASSESSMENT:

Weather: Wind, Heat, Tornado, Lightening, Thunderstorm, Rail, Hail

-Advise the National Weather Service (NWS) about the event and have them provide up-to-date information of the weather and possible weather hazards.

-Ensure there is adequate water, food, and shade for officers, fire personnel, and volunteers working the event.

-In case of a weather emergency, advise event staff of the pending weather so an announcement can be made (Emergency Management in charge).

-Evacuate the festival grounds.

-Staff and coordinators to utilize Mequon City Hall for shelter.

-The event staff in conjunction with Emergency Management have the final say on whether the event can be suspended due to a weather emergency.

Active Assailant: Active Shooter, vehicular assault

- Provide two officers on foot and two officers on bike patrol inside the festival grounds.
- Provide a SRT sniper and spotter for overwatch duties.
- Provide four Mequon Auxiliary members with police radios as extra eyes and ears.
- Provide the Incident Command Trailer and camera trailers for extra security.
- Park two squad cars with rifles, tactical vests, and helmets near the festival grounds for easier access.
- SOFD to provide an ambulance and UTV on scene with personnel for medical emergencies.
- Officers to place road closed signs and barricades early in the day to enable set-up to begin.
- DPW to place hard barricades including 20ft concrete barricades and large trucks at the access points.
- Advise local agencies of the event and obtain resource numbers in case they are needed.

Found Child, Missing Child, Missing At-Risk Adult:

- Provide 2 foot patrol and 2 bike patrol officers.
- Provide 4 Mequon Police Auxiliary members.
- Provide incident command trailer and camera trailers for surveillance.
- Ensure all members have police radios and are utilizing the same police channel.
- Ensure all police, Auxiliary members, and fire department personnel can communicate via radio in the event of a found child, missing child, or missing at-risk adult.
- Advise event coordinators of the found child, missing child, or missing at-risk adult so they can make announcements (if applicable).
- Ensure all police, Auxiliary members, and fire department personnel know the protocols for a found child, missing child, or missing at-risk adult.

Fireworks Demonstration:

- Provide 2 foot patrol and 2 bike patrol officers to help maintain the 210ft firework fall out area.
- Provide 4 Mequon Police Auxiliary members to assist with maintaining the 210ft firework fall out area.

-DPW to provide snow fencing to close off the 210ft firework fall out area.

STAFFING AND LOGISTICS:

Internal Support:

- 2 foot patrol officers at the event at all times.
- 2 bike patrol officers at the event at all times.
- 1 sniper and 1 spotter at the event until visibility diminishes.
- 4 road patrol officers and 1 supervisor on duty until 4:00PM.
- 3 road patrol officers and 1 supervisor from 4:00PM-12:00AM.

External Support: (Dayshift supervisor to contact local agencies on day of event for availability)

- Ozaukee County Sheriff's Office - ** Deputies
- Grafton Police Department - ** Officers
- Cedarburg Police Department - ** Officers
- Germantown Police Department - ** Officers

Incident Command Trailer:

- Will be parked in the northern most parking lot of the Frank L. Weyenberg Library.
- Camera Trailer will be parked on the south end of the grounds.

OPERATIONAL PLANS AND PROCEDURES:

-Closure of Roadways

-Third shift patrol to place **NO PARKING** signs on both sides of the road from the entrance/exit of the Town Center on Cedarburg Road to Division Street.



-Third shift patrol will also place the barricades across the library entrances/exits to prevent people from parking in the lot prior to us shutting the roads down.

-Mequon Highway Department will place barricades on the sides of the road prior to the event.

-Cedarburg Road / Mequon Road

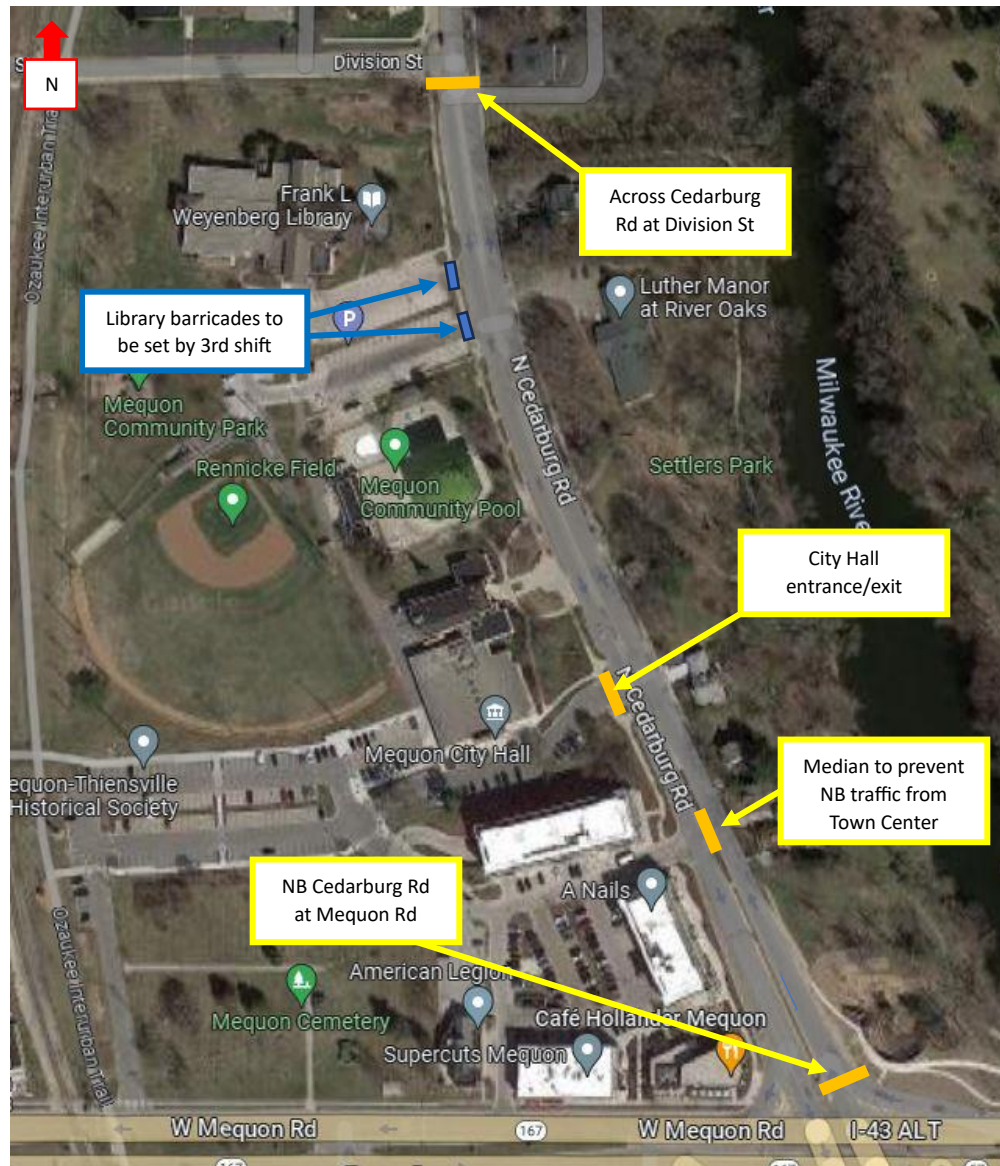
-Cedarburg Road / Town Center entrance/exit

-Cedarburg Road / City Hall entrance/exit

-Cedarburg Road / Division Street

-Dayshift patrol will place the barricades in the road to shut down traffic at 8:45AM.

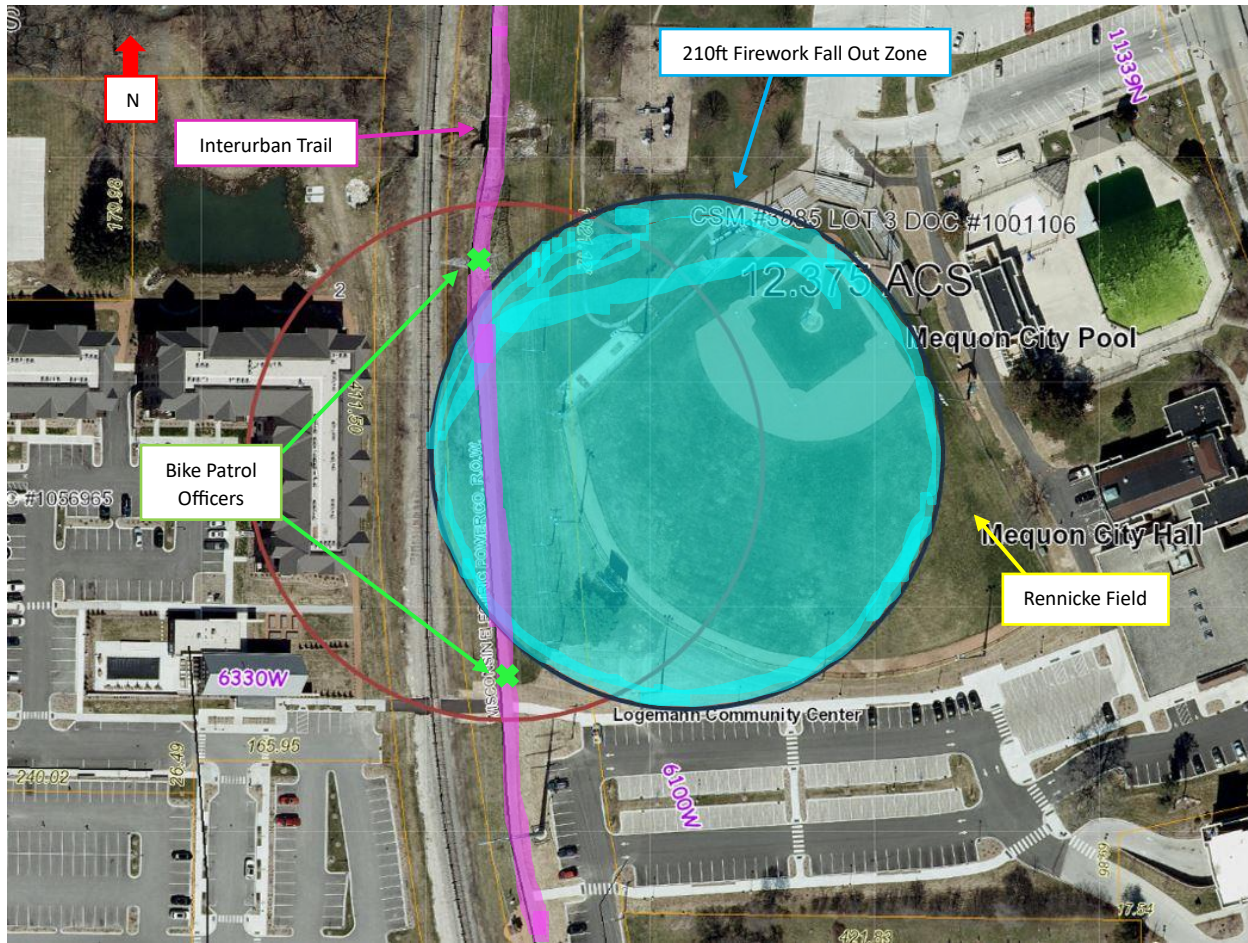
Map of Barricades for Road Closure at 8:45AM



****Highway Dept. will place hard barricades for full closure at 11:30AM****

-Fireworks

Map of Fireworks Launch Site



-Mequon DPW will provide snow fence in some areas to keep attendees from entering the fall out zone.

-At **8:40PM**, bike patrol officers will shut down the Interurban Trail to prevent people from riding into the fireworks fall out zone.

-One bike officer will be stationed on the Interurban Trail north of the fall out zone.

-One bike officer will be stationed on the Interurban Trail south of the fall out zone.

-Foot patrol and Auxiliary officers will position themselves around the fall out zone to prevent anyone from entering the area during the fireworks display.

-The fireworks display will occur around 8:50PM and will be approximately 10 minutes long.

-Active Assailant: Active Shooter, vehicular assault

*****RADIO – tactical operation will be on Mequon Dispatch*****

-Taste of Mequon event officers = 2 officers on foot and 2 officers on bikes

-Officers to function as primary contact team(s). Officers will:

-Neutralize/detain threat, assess medical needs/casualties and relay response information, assist Rescue Task Force

-Overwatch Officers = 1 sniper and 1 spotter in an overwatch position

-Officers to attempt to neutralize the threat from a position of advantage.

-Officers to act as “eyes in the sky” to the officers on the ground level.

-Relay relevant information to foot and bike patrol officers (location of threat, type of threat, unseen casualties, etc...)

Team 1 and Team 2 = 2 officer contact teams consisting of on-duty road officers

-Officers responding are to:

-Enter grounds immediately – direct to threat, neutralize/detain threat, assess response needs, transition to Rescue Task Force when threat is neutralized (supplement Taste of Mequon event officers)

Casualty Collection Points (CCP)/Perimeter = 1 officer *Use LAW TAC*****

-Officer to respond initially to staging, then relocate if needed.

-Officer to coordinate perimeter setup using non-MUPD officers/deputies responding to assist.

-Officer to coordinate CCP with the assistance of ambulance/fire resources.

-Weather: Wind, Heat, Tornado, Lightening, Thunderstorm, Rain

-Upon receiving word from the NWS of impending severe weather, officers will advise event staff of the need to evacuate (if applicable).

-Event staff will make announcements using a bullhorn and potentially the music stage to advise attendees of the need to evacuate.

-Officers will direct attendees to go to their vehicles.

-If attendees do not have a vehicle or are unable to get to their vehicle, they should be directed to Mequon City Hall for shelter. City Hall will be locked but may be accessed if necessary.

EVACUATION OF GROUNDS:

-2 foot patrol officers, 2 bike patrol officers, Mequon Police Auxiliary, and fire department personnel will walk/ride the grounds funneling people to the exits.

-Officers and fire personnel will make announcements while funneling people out advising them of the need to evacuate.

-Attendees without vehicles or the ability to leave, will be advised of a safe place to shelter (Mequon City Hall).

-Missing Child

-Obtain the child's name, age, physical description, clothing description, picture (if applicable), if the child has any special needs, and location last seen.

-An officer is to remain in the area where the child was last seen with the guardians. Encourage the guardians to stay in that location in case the child comes back to the last area they were last seen.

-Immediately notify Ozaukee Dispatch, police, and fire department personnel about the missing child via radio. Provide a description of the child via radio.

-Officers / fire department personnel to monitor the egress areas for the child coming or going.

-Overwatch officers to monitor the area for the child and relay pertinent information to the officers on the ground.

-Officers to notify event staff of the missing child.

-Event staff to make an announcement advising of the missing child and the description provided. Repeat if necessary.

-All available personnel will begin searching the grounds for the child.

-If the command trailer is staffed, begin using cameras to look for missing child.

-Once the child is located, obtain positive identification of the child and guardians, and coordinate a reunification site.

-At-Risk Missing Adult

- Obtain the missing adults name, age, physical description, clothing description, address, picture (if applicable), whether the missing adult has special needs, phone number (if applicable), parking location, and location last seen.
- An officer is to remain in the area where the missing adult was last seen with the reporting parties. Encourage the reporting parties to stay in that location in case the missing adult comes back to the last area they were seen.
- Immediately notify Ozaukee Dispatch, police, and fire department personnel of the missing adult via radio. Provide a description of the adult via radio.
- Officers / fire department personnel to monitor the egress gates for the missing adult.
- Overwatch officers to monitor the area for the missing adult and relay pertinent information to the officers on the ground.
- Officers to notify event staff of the missing adult.
- Event staff to make an announcement advising of the missing adult and the description provided.
- All available personnel will begin searching the grounds for the missing adult.
- Once the missing adult is located, obtain positive identification, and coordinate a reunification site.

-Found Child

- Attempt to obtain child's name, parent's names, phone numbers, address, description of the child's guardians, and where they last saw their guardians.
- One officer will stay with child in the location the child was located.
- Advise Ozaukee Dispatch, police, and fire department personnel of the found child via radio.
- Advise event coordinators of the found child so they can make announcements.
- If the guardians are not located in a reasonable amount of time, walk with the child to the music stage in front of Mequon City Hall or the Incident Command trailer located in the northern-most parking lot of the Frank L. Weyenberg parking lot.
 - Advise Ozaukee Dispatch, police, and fire department personnel where you are taking the child.
- An officer will stay with the child until the guardians are located.

-Disorderly Subjects, Disturbances, or Fights

-At least 2 Taste of Mequon event officers are to respond to the location of the disorderly subject(s) or fight.

-Officers are to address the issue and resolve all conflicts.

-Officers are to use their discretion on enforcement action (arrest, citation, ejection from grounds, etc....)

-If a subject is arrested, officers will escort the subject to their squad cars and stay with the subject.

-Officers will complete all arrest paperwork and/or citations at the squad car.

-Officers will coordinate with an on-duty patrol officer for transport to the Ozaukee County Jail.

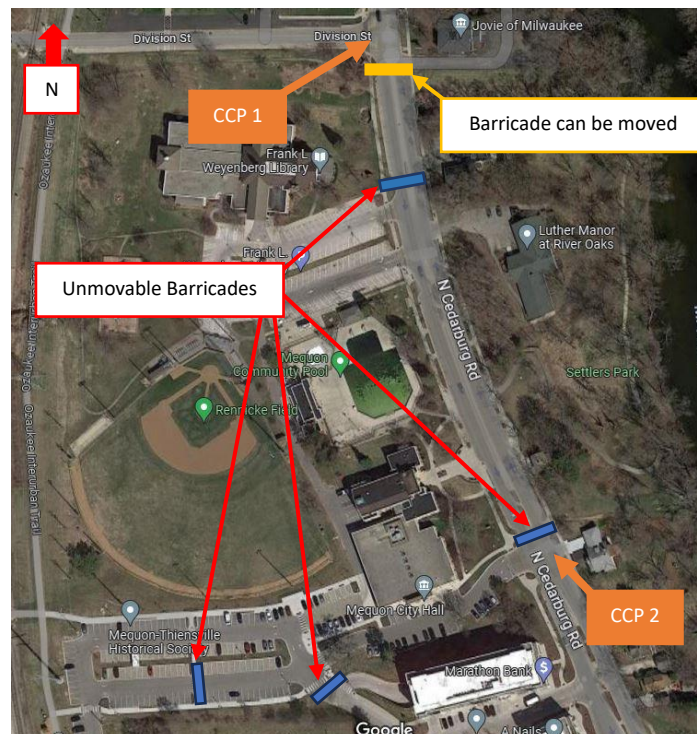
-If a subject is cited for the disturbance, officers will walk the subject to the squad cars and will complete citations on scene and issue the citation(s) in person.

-If a subject is ejected from the event, officers will escort the subject(s) out to their vehicle(s), ensuring they leave the grounds.

-If a subject is unable to drive, officers will assist with arranging a ride for the subject.

Casualty Collection Points (CCP):

CCP Overview Map

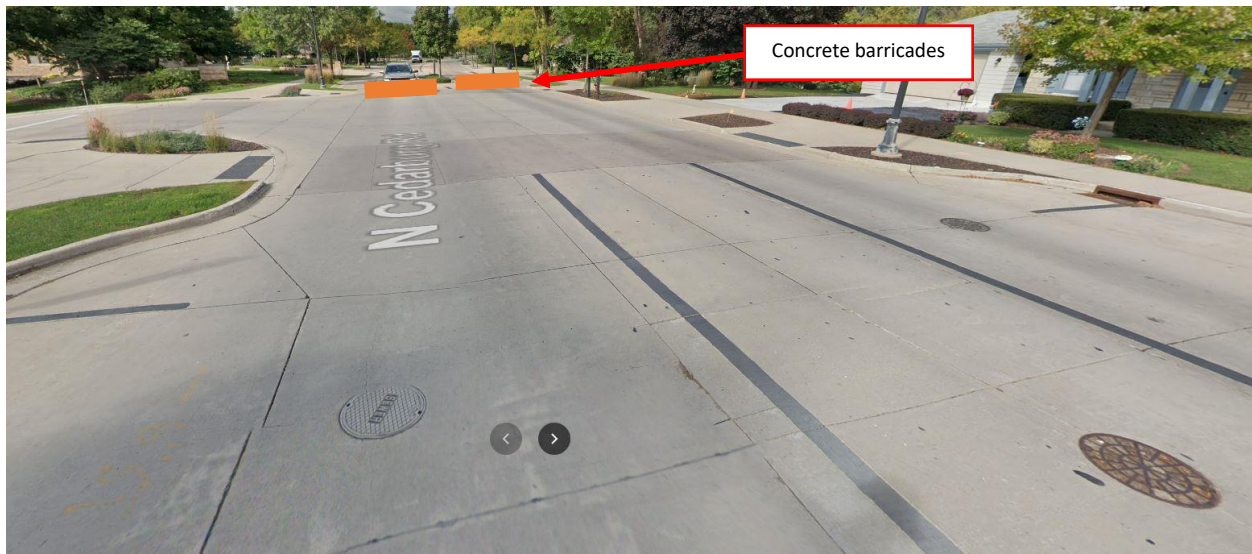


CCP 1 = Corner of Division Street and Cedarburg Road (looking Southwest)

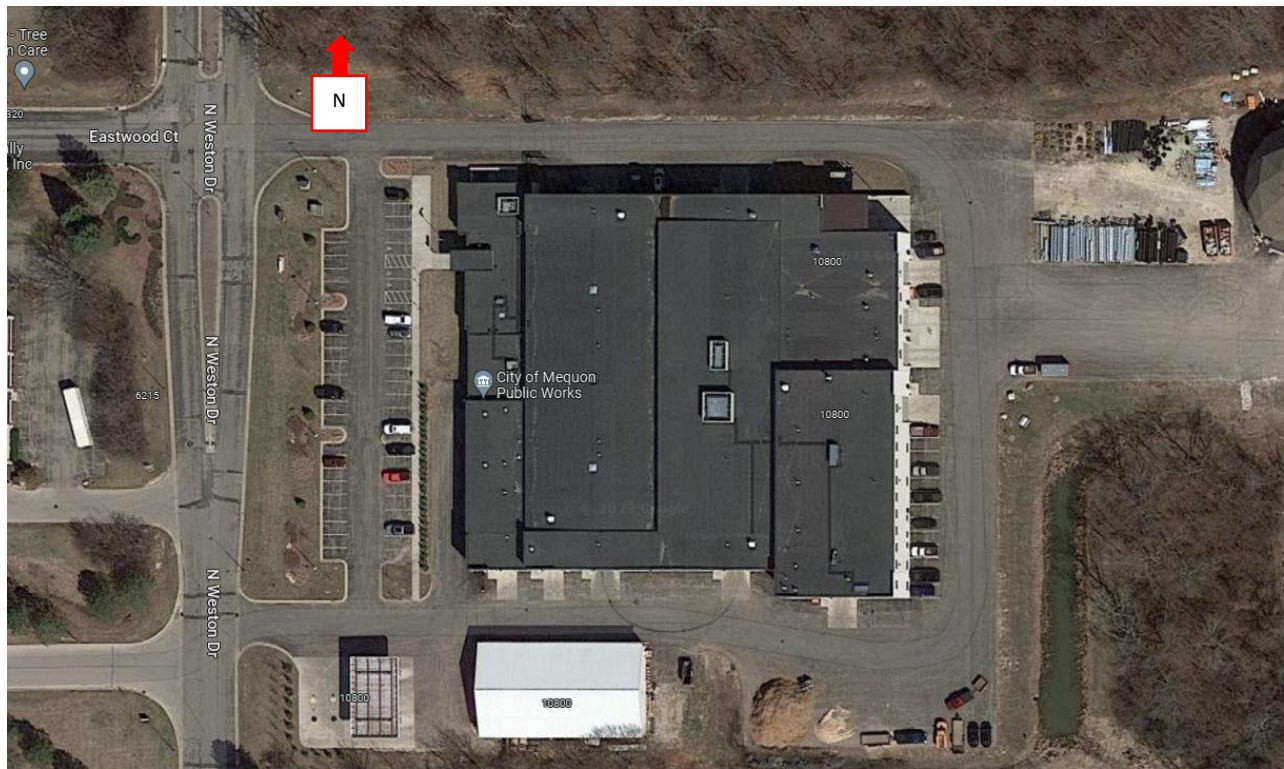


**** Ambulances are to enter **eastbound** on Division Street, stop at intersection, and the drive **northbound** on Main Street. ****

CCP 2 = Cedarburg Road near City Hall parking lot entrance (looking North)



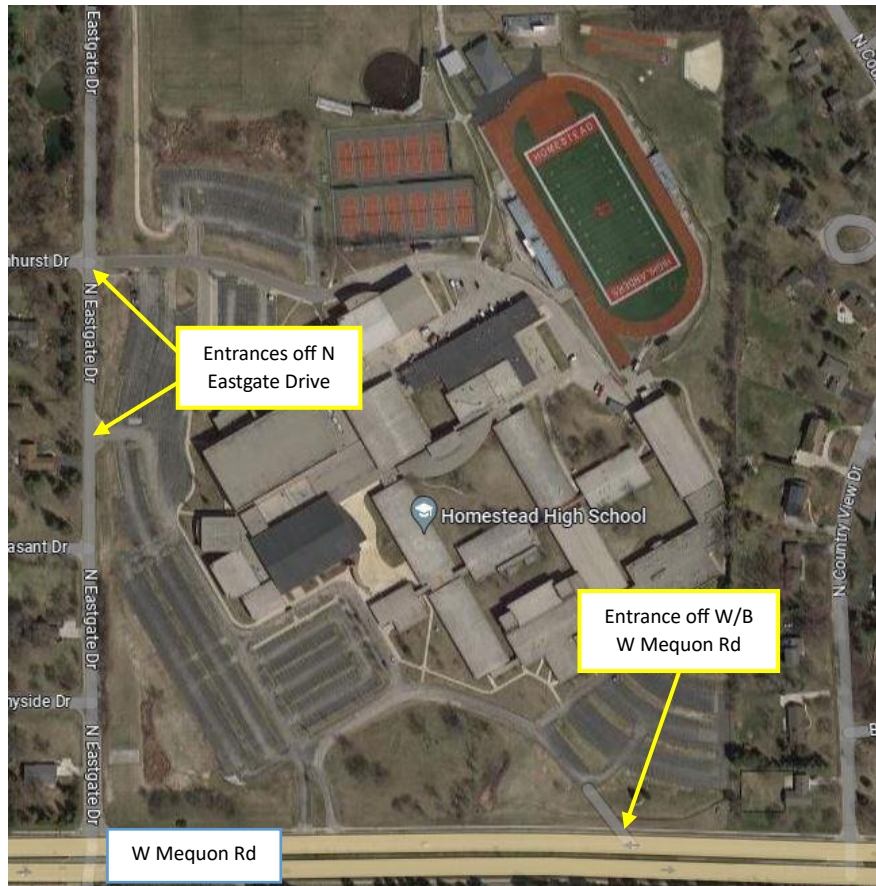
**** Ambulances are to enter **northbound** on Cedarburg Road. Ambulances can utilize the parking spots on the roadway to turn around to drive **southbound**. Ambulances may also pull into the Mequon City Hall driveway, back straight out, and drive **southbound** on Cedarburg Road. ****

Incident Command Post (ICP) / Resource Staging:**Mequon Public Works (10800 N Weston Drive)**

*****The Ozaukee Emergency Management Incident Command Trailer will be parked in the northern-most lot of the Frank L. Weyenberg Library*****

PUBLIC INFORMATION:

- Mequon third shift officers to place out NO PARKING signs on N Cedarburg Road on the morning of 09/09/2023.
- Signs will be placed on both the northbound and southbound sides of the roadway.
- Third shift officers will also place barricades across the library entrance/exits.
- Mequon first shift officers will place the road closed signs and barricades at 8:45AM on 09/09/23.
- The Mequon festivals committee oversees advertising for the event through signs, social media, and websites.
- The Mequon festivals committee is responsible for posting signs at the entrances to Taste of Mequon regarding any advisory messages.

Media Staging:**Homestead High School (5000 W Mequon Road)****SPECIAL SUPPORT:****Fire / EMS:**

-Southern Ozaukee Fire Department – Staffed ambulance and firetruck on scene, regular staffing at fire stations.

-Will provide staffed ambulance and UTV during event

-Firetruck will be stationed on the north end near the barricades

Medical Facilities:

Ascension Columbia St. Mary's Hospital (13111 N Port Washington Road)

- 5.5 miles away

-Level 3 trauma center

Froedtert Community Hospital – Mequon (11421 N Port Washington Road)

- 3.5 miles away

-Emergency Department with 7 ED beds, 8 inpatient beds

Aurora Medical Center – Grafton (975 Port Washington Road, Grafton)

-9.5 miles away

-Level 3 trauma center

Froedtert Menomonee Falls (W180 N8085 Town Hall Road, Menomonee Falls)

-11.4 miles away

-Level 3 trauma center

Ascension Columbia St. Mary's – Milwaukee (2301 N Lake Dr, Milwaukee)

-16.7 miles away

-Level 4 trauma center

Ascension St Joseph Campus (5000 W Chambers St, Milwaukee)

-12.0 miles away

-Level 4 trauma center

Froedtert Hospital – Main Campus (900 N 92nd St, Milwaukee)

-17.6 miles away

-Level 1 trauma center

Children's Wisconsin – Milwaukee Campus (8915 W Connell Ct, Milwaukee)

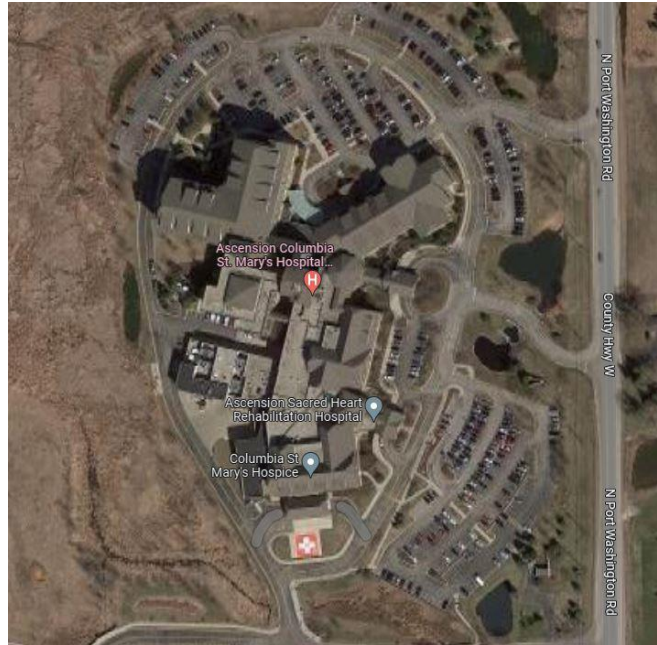
-17.6 miles away

-Level 1 pediatric trauma center

Landing Zones / Helipad:

Ascension Columbia St. Mary's Hospital – Ozaukee (13111 N Port Washington Road)

-5.5 miles away



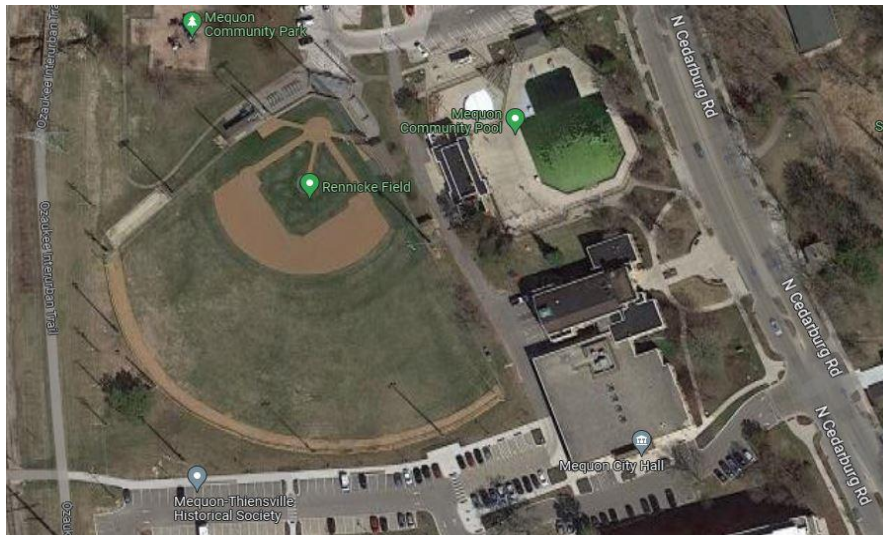
Homestead High School (5000 W Mequon Road)

-1.1 miles away



Rennicke Field (11345 N Cedarburg Road)

-On site



SETUP

Main Check in (2)	8:30 to Noon	Christine M.	Jenne
Drive Flagger (1)	8:30 to Noon	Tracy	
Cedarburg Rd North-end	8:30 to Noon	Lisa L.	
Cedarburg Rd Center	8:30 to Noon	Vanessa	Miranda
Children's Area	8:00 - 11:30	Carrie	Deanna
Homestead Parking Setup (2)	8:00 - 8:30	Christine M.	Jenne
Vendor Check-In Sign at Mequon Road Entrance			
Greeter - South Info Booth (2 per shift, 6 ttl)			
11:45 to 2:00	Ericka Foeger/Lisa Beschta		
2:00 - 4:00			
4:00 - 6:00			

Main Stage		
12:00-9:00	Lisa L.	
Children's Area (8 total))	Trampoline	Obstacle Course
11:45 to 2:00		
2:00 to 4:30		
4:30 to 7:00		
7:00 to 8:30		

Daytime Coverage: Sign-up for 2

12-230pm			
230-5pm			
5-7pm			
7-9pm			

VENDOR LOAD-OUT

Cedarburg Rd South-end Flagger to get vendors onto Street	9pm-10pm	Tracy	
Cedarburg Rd North-end Flaggers	9pm-10pm	Lisa L.	Jenne
Flagger @ Children's Area/Cedarburg Rd Intersection	9pm-10pm	Christine	
Cedarburg Rd Dismissal	9pm-10pm	Vanessa	Miranda
Children's Area Dismissal	9pm-10pm	Deanna	Carrie