

**VILLAGE OF LOMBARD**  
**LOCAL TOURISM GRANT PROGRAM APPLICATION FORM**

**GENERAL INFORMATION**

Organization:	Lombard Jaycees		
Name of event:	Taste of Lombard		
Date of event:	July 1-5	Event location:	Madison Meadow Park
Contact person:	Jackie West	Title:	Chairman & President
Business address:	PO Box 1147	City & Zip	Lombard 60148
Telephone:	630.632.9308	Email:	president@lombardjaycees.org

**PROJECT OVERVIEW**

Total cost of the project:	\$283,000.00
Cost of city services requested in this application (if any):	\$68,000.00
Total funding requested in this application:	\$55,000.00
Percent of total project cost being requested:	20%
Anticipated attendance:	75,000+
Anticipated number of overnight hotel stays:	5

Briefly describe the project for which are funds are being requested:

We are requesting funds for our annual fireworks display on the 4th of July..

**ORGANIZATION**

Number of years that the organization has been in existence:	63
Number of years that the project or event has been in existence:	43
Number of years the project has been supported by Village of Lombard funds:	43
How many years does the organization anticipate it will request grant funding?	Indefinitely

1) Describe the organization (include brief history, mission, and ability to carry out this project):

Founded on June 22, 1950 the Lombard Jaycees had 15 charter members. The members sold Christmas trees and held social dinner dances to raise funds for their struggling new chapter and to help the community. From those humble beginnings we have grown by leaps and bounds. The Lombard Jaycees currently have close to 60 members and continue to grow from month to month and year to year. We have past members that are officers in the Village of Lombard including the Village President, Village Trustees, and the Park District President.

Over the years the Lombard Jaycees have played an important part in creating some of the traditional events that happen within the Village of Lombard. The Distinguished Service Awards & Man of the Year ceremony is over 60 years old. The Haunted House is the longest consecutively running haunted house in the country and has been scaring the residents for over 40 years, the Taste of Lombard is THE PARTY in the park for the 4th of July and is over 30 years old.

The Lombard Jaycees are fun, caring people who are ages 18-41 that are willing to share their spare time to make the Lombard area a better place to live. At the same time the Jaycees are also working to improve themselves. Some of these improvements are learning organizational, communication, teamwork and leadership skills that can help you advance at work. Jaycees are provided with leadership learning opportunities through hands on experience. This experience is gained through local, state, national and international levels on everything from community projects to guiding Junior Chamber International. True leaders aren't born, they're made.

2) Please describe the goals and objectives of the organization and how they are supported by this program.

3) What is the organization's plan to make the project self-sustaining?

We hope to find sponsors to cover the costs of this annual event.

### **PROJECT DESCRIPTION**

Have you requested grant funding in the past?

☒ Yes ☐ No

Is the event open to the general public?

☒ Yes ☐ No

Do you intend to apply for a liquor license for this project?

☒ Yes ☐ No

Will any revenues from this event be returned to the community?

☒ Yes ☐ No

1) Provide the details regarding the event or project including a full description of the project and the anticipated timeline.

This year will be our 32nd year to contribute to this signature event for our Village. The Taste of Lombard is a family oriented community festival that is run in conjunction with the Independence Day holiday. Traditionally there is a carnival, Vendor Tent, Beer Garden, Food Vendors, BINGO and Main Stage Entertainment with Fireworks on the Fourth of July. The Village provides this

project with the fireworks, bus service, and Snow fence (used for fireworks crowd safety and control).

The "Taste" will be held from July 1st to July 5th, 2014 in the Madison Meadows Park, located on Madison Street between Fairfield and Ahrens Avenue. Times will be Tuesday 5pm-11pm, Wednesday 5pm-11pm, Thursday 5pm-11pm, Friday Noon-Midnight, Saturday Noon-Midnight. There is a \$3 charge to enter the grounds. Kids under ten free, however patrons are responsible for their food, drink, carnival tickets and shopping.

In the PMG I forwarded Nicole you can check out a complete timeline of events.

2) If your application is accepted, how will the tourism grant funds be used?

We will use the funds to pay for the fireworks that are on display on the 4th of July. We also want to book a bigger name national act to really draw people to our event.

3) What modifications to the event or other steps will be taken to increase event attendance over previous years (not applicable to first time events)?

You have to have something the people want to come to. The bigger band we get, the more people will come. We want to increase the carnival as well as put on a bigger fireworks show to draw in more people.

### **LOCATION**

Provide the location of the event or project. If a location has not been secured, list the venue(s) being proposed or considered.

Madison Meadow Park

### **MILESTONES AND TIMETABLES**

Describe the milestones that will mark the progress towards implementing the project and provide a timetable for the completion of each milestone.

We have our first Taste meeting in January. The event is then planned from then on. We typically put up the fest the week prior to opening. This year we plan to run July 1-5th with teardown being on Sunday the 6th. The fireworks will be on the 4th and we are one of the few places that do them on the 4th.

### **IMPACT**

- 1) Please describe how the event or program will promote overnight stays and/or tourism within the Village of Lombard.

We would work in conjunction with local hotels to offer patrons a discounted rate and by bringing back the successful hotel flyers we had in the past. We would link to those hotels on our website, [www.tasteoflombard.com](http://www.tasteoflombard.com), as well as our Facebook pages.

- 2) Please describe the economic benefit to local businesses and the Lombard community. How will your event draw more people from outside the local market (50 miles or more) or attract a new visitor audience?

The better fest we put on, the more that people will come to the event. If we get a big enough band people will fly in for it. We have that every year. Then they need to stay at hotels, buy food, will shop, you name it.

- 3) Who is the target audience for your event or project? What is your anticipated attendance?

Where we make the bulk of our money is from beer sales so we target 21 and over but we have something for people of all ages. Our anticipated attendance is

- 4) Please describe any collaborative arrangements developed with other organizations to fund or otherwise implement the project (include in-kind donations).

We have never really had much luck in finding sponsors but we do a lot of trade for advertising on our sponsor board and website. Waste Management donates the cans and dumpsters.

- 5) Please describe your marketing plan. Detail the strategies your organization will use to promote the event or project (e.g., advertising, public relations, marketing, print materials, promotional pieces).

We advertise online, in print, a billboard on the highway, posters around town and pizza flyers. Plus we do a lot of social media as well.

**FINANCES**

- ☐ Please include a detailed itemized budget for your entire event on the attached budget form (2 years of past actuals and estimates for upcoming event).
- ☐ Attach a copy of the most recently completed agency audit and Federal Form 990. If these documents are not available, please explain why they are not available.

**CHECKLIST**

- X Completed Local Tourism Grant Program Application Form.
- X Completed detailed budget form.
- ☐ Promotional materials from past events (not applicable to first time events).
- ☐ Post event summary from past event (not applicable to first time events).
- ☐ Copy of the most recently completed agency audit or explanation of why it is not available.
- ☐ Copy of the most recent Federal Form 990 for the agency or explanation of why it is not available.

Additional Notes, Comments or Explanations:

We usually get \$30,000 from the Village to go towards the fireworks. We are asking for more this year to put on a bigger fireworks display as well as book a more famous national act.

**CERTIFICATION**

The undersigned certifies that to the best of his or her knowledge and belief that data in this application are true and correct, the application has been duly authorized by the organization and any funds received under this grant will be used for the purposes described in this application.

Name:	Jackie West		
Title or office held:	Chairman & President	Date:	December 11, 2013

Signature: Jacklyn T. West

**LOCAL TOURISM GRANT PROGRAM  
DETAILED BUDGET**

Event: Taste of Lombard Date: 12-11-13

Organization: Lombard Jaycees

**INCOME:** Include an itemized list of all actual (past 2 years) and estimated project revenues (entry fees, gate receipts, food/beverage sales, donations, sponsorships, booth rentals, souvenir sales, other revenues)

ITEMIZED REVENUES	ACTUAL	ACTUAL	ANTICIPATED
Lombard Tourism Grant	\$	\$	\$
*Please see forwarded budgets emailed to Nicole for Itemizations			
<b>Total Income</b>	<b>\$328,175.00</b>	<b>\$300,675.00</b>	<b>\$350,000.00</b>

**EXPENSES:** Include an itemized list of all actual and estimated project expenses (advertising, supplies, labor, rentals, insurance, materials, entertainment, other expenses)

ITEMIZED EXPENSES	ACTUAL	ACTUAL	ANTICIPATED
	\$	\$	\$
*Please see forwarded budgets emailed to Nicole for Itemizations			
<b>Total Expenses</b>	<b>\$292,075.00</b>	<b>\$274,325.00</b>	<b>\$275,000.00</b>

**IN-KIND CONTRIBUTIONS:** Include an itemized list of all actual and estimated in-kind contributions. In-kind contributions are non-cash donations, contributions or gifts which can be given a cash value (include Village of Lombard in-kind services, where applicable)

	ACTUAL	ACTUAL	ANTICIPATED
Estimated value of in-kind contributions (explain)	\$46,000.00	\$46,000.00	\$105,000.00
	From the Village Grant, Waste, Tents, Printing, Electrical & Entertainment	From the Village Grant, Waste, Tents, Printing, Electrical & Entertainment	From the Village Grant, Waste, Tents, Printing, Electrical & Entertainment

**VILLAGE OF LOMBARD**  
**LOCAL TOURISM GRANT – POST EVENT SUMMARY**

This post event summary must be completed within 90 days of the event completion. Failure to submit a post-event summary may affect the applicant's ability to receive future grant funds.

**GENERAL INFORMATION**

Organization:	Lombard Jaycees	Name of event:	Taste of Lombard
Date of event:	July 1-5	Event location:	Madison Meadow Park
Contact person:	Jackie West	Title:	Chairman & President
Business address:	PO Box 1147	City & Zip:	Lombard 60148
Telephone:	630.632.9308	E-mail address:	president@lombardjaycees.org
Estimated attendance:	75,000	Estimated hotel stays:	5
Method for estimating attendance:		Prior years attendance	

- 1) Please summarize the advertising and marketing placed to promote the event. Please attach examples of event marketing pieces and advertisements.

We advertise in print, online, highway billboards, social media, posters, flyers & radio advertisements.

- 2) Provide a general assessment of the event. What were the successes of the event? Are there any concerns or recommendations of changes for future events?

Weather is always a big concern for us. A couple years ago we were hit with a microburst as well as over 100 degrees each day. But we made sure we were still able to put the fest on as well as have the fireworks on the 4th by watering the park every night. The bigger our fireworks & entertainment, the more successful we will be.

- 3) How did the actual outcomes of the program or event compare to your original expectations?

The 4th of July is a Friday in 2014 so we anticipate this to be a very good year.

Describe your organization's long term plans for funding this project or event.

We hope to get sponsors to help fund the project as well as the grant we get from the Village.

**SUBMISSION INSTRUCTIONS**

Please submit completed form and associated application documents on or before **December 15, 2013** to Nicole Aranas, Assistant Village Manger, by e-mailing [aranasn@villageoflombard.org](mailto:aranasn@villageoflombard.org) or by using the submit button below.

Submit

\*Please note that the applicant must save the completed form and have Microsoft Outlook to use the submit button above.

If you do not receive a confirmation receipt of your completed application, please contact Nicole Aranas at 630-620-3085 or [aranasn@villageoflombard.org](mailto:aranasn@villageoflombard.org) to confirm.

and much more

# J AND S IMAGING

## 630-620-7127

- Yoga & Pilates Classes
- 2 Racquetballs
- 2 Cardio/Weight Machines
- State-Of-The-Art Equipment
- Massage Therapy!
- And Much More!

830 E. ROOSEVELT RD. • LOMBARD  
630.629.3390 [www.glasscount.com](http://www.glasscount.com)



## Taste of Lombard 2012!

Tuesday July 3 - Saturday July 7

Tues, Thurs, Fri 5pm-11pm and Wed & Sat 12pm-11pm  
MADISON MEADOWS PARK!

### Live Performances by:

LYNCH MOB and LUCKY BOYS CONFUSION

7th Heaven • The Fold • Glendenning

Kelsey Montanez • Modern Day Romeos

Special Purpose • Pipe Dream • Infinity

Howard & The White Boys • Girls Night Out

The Placebo Effect • Liquid Hot Magma

Carnival, Great Food, Family Fun  
and Bingo Everyday!  
FREE Shuttle!

Featuring:  
Lombard Idol

Battle of the Bands:  
Glenbard East vs. Willowbrook!

Fireworks Concert on the 4th  
of July at 9:30pm!

The St. Baldrick's Foundation... Become a Shavee!

Paul Mitchell The School - Chicago

Admission Fee:  
\$3 for everyone 10 yrs  
of age and older.

\$2 Taste  
Samples!

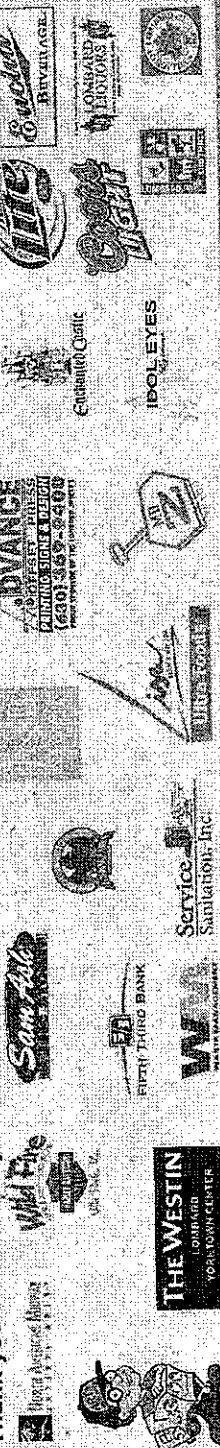
And Much More!!

All acts are subject to change.

Visit [www.tasteoflombard.com](http://www.tasteoflombard.com) for more information and

visit us on Facebook at: [www.facebook.com/lombardjayceetasteoflombard](http://www.facebook.com/lombardjayceetasteoflombard)

Thank you to all of this year's sponsors:





Join us for our 26th Annual



Daily Herald

Lombard Jaycees

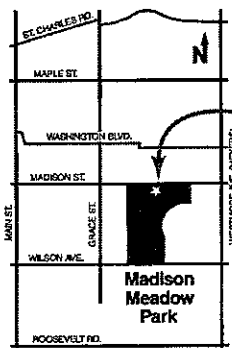
AM 560 WIND

WMM

NORTH AMERICAN MIDWAY ENTERTAINMENT

Chicago Parent

LOOK For \$2  
Taste Portions at  
select Restaurants



SPECIAL ASSISTANCE  
SHUTTLE CART  
AVAILABLE FROM  
PARKING LOT TO FEST

Fireworks Concert  
simulcast 560 WIND

FREE ADMISSION

www.tasteoflombard.com

Taste Hotline &  
Bus Information  
(630) 375-7474

### Hours

We 7/2	5pm-10pm
Th 7/3	5pm-11pm
Fr 7/4	12pm-11pm
Sa 7/5	12pm-11pm
Su 7/6	12pm- 6pm

Date	Main Stage	Family Entertainment	Bingo
Wednesday 7/2	5:00 Flag Presentation 6:00-7:30 Lucky Town 8:00-10:00 <b>Blooze Brothers</b>	5:00-close Carnival wristband \$20 5:00-7:00 Safari Wind Tunnel 7:00-9:30 Gladiator Joust	6:30- 9:30 Super Bingo \$1/card or 6 for\$5
Thursday 7/3	5:00 Flag Presentation 5:00- 6:30 Back Alley Band 7:00- 8:30 Tin Horse 9:00-10:45 <b>Hi Infidelity</b>	5:00-close Carnival wristband \$20 5:00- 5:45 Villa Park Recreation 6:00- 7:15 Discover Dance Team 7:30-10:00 Karate Demo Guitar Hero	6:30-9:00 Super Bingo \$1/card or 6 for\$5
Friday 7/4 <b>Fourth of July</b> <b>Firework Concert at Dusk</b>	1:00- 2:30 Thicker Than Water 3:00- 4:30 Strait Southern 5:00- 6:00 Lombard Idol 6:30- 8:15 <b>Od Tapo Imi</b> 8:45-10:45 <b>CoverGurl</b>	12:00- 5:00 Carnival wristband \$20 12:00- 1:00 Family Fun Fest 3:00- 4:30 Enchanted Castle Wally the Wizard 3:00- 5:00 Dino Adventure 6:00- 9:30 Airborn Adventure	12:30 Kiddie Bingo 1:30- 5:30 Bingo \$0.50/card or 3 for \$1 6:30- 9:30 Super Bingo \$1/card or 6 for\$5
Saturday 7/5	1:00 Flag Presentation 1:00- 2:30 Mind's Hideaway 3:00- 4:30 Goin' South 5:00- 6:30 Javelinas 7:00- 8:30 <b>Howard &amp; the White Boys</b> 9:15-10:45 <b>LA Guns</b>	12:00- 5:00 Carnival wristband \$20 12:00- 2:30 Jason Kullom Stilt Walker 3:00- 4:30 Enchanted Castle Wally the Wizard 5:30- 7:30 Jonathon Kamm Walking Magician 6:00- 9:30 Lazer Tag Maze 7:00- 8:00 Dave Rudolph Beach Party	12:30 Kiddie Bingo 1:30- 5:30 Bingo \$0.50/card or 3 for \$1 6:30-10:30 Super Bingo \$1/card or 6 for\$5
Sunday 7/6  <i>Senior appreciation afternoon</i>	12:00 Flag Presentation 12:30-2:00 Anne Stewart & The Banjo Buddies Dixieland Band 2:30-4:00 Bobby Sanders' Orchestra 4:30-6:00 <b>Beat Apples</b>	12:00- 6:00 Carnival wristband \$20 1:00- 3:00 Koffmans Kingdom of Animals 4:00- 5:30 Nookie the Cookie Clown	12:30 Kiddie Bingo 1:30- 5:30 Bingo \$.50/card 3/\$1

ALL EVENTS SUBJECT TO CHANGE WITHOUT NOTICE - SORRY FOR ANY INCONVENIENCE

SPECIAL OFFER FOR OUT-OF-TOWN VISITORS\*

## COUPON

GOOD FOR  
**2 FREE**  
BEVERAGES  
(ALCOHOLIC OR  
NON-ALCOHOLIC)



NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
HOTEL \_\_\_\_\_ ROOM \_\_\_\_\_

\* Redeem completed coupon at ticket sales booth. This coupon can only be redeemed by an adult that is staying at a hotel in Lombard, IL. You MUST show your ROOM KEY and IDENTIFICATION. Limit one coupon per visitor.

## Additional Sponsorship Opportunities

### Tent Sponsorship

Arts & Crafts - \$3,000  
Community & Business - \$4,500  
Eating Area - \$2,500/ tent [2 tents total]

### Stage Sponsorship

Main - The Main Stage is where local and national acts perform as well as Lombard Idol & Battle of the High School Bands - \$15,000  
Family Entertainment - \$2,500  
National Act - *Depends on cost of the band*

### Miscellaneous Donation

Food - Any food donated will be provided to the many volunteers of the Taste of Lombard. Food donations must add up to a minimum of \$200. You may also give a cash donation, minimum of \$200, which will be put toward snacks, meals and water for all the volunteers that make Taste of Lombard possible.

### Benefits for the above Sponsorships

For the tents & stage area, your name will appear on the tent & stage you sponsor. You will also receive 6 complimentary admission bracelets good for every day of the event, signage at the event, link on our website, logo on volunteer t-shirts and announcements from the podium. Main Stage sponsorship will receive the benefits of a Presenting Sponsor listed on our brochure. For the miscellaneous donations you will receive 6 complimentary admission bracelets for every day of the event & signage at the event. Donations are fully tax deductible.



## For Additional Information or to Participate

[www.TasteofLombard.com](http://www.TasteofLombard.com)

Adam Eakins

630-363-1101

Jackie West

630-632-9308

adameakins74@yahoo.com

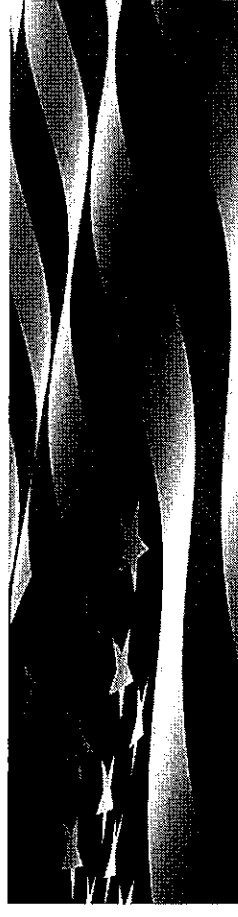
president@lombardjaycees.org



# Lombard Jaycees,



## TASTE OF LOMBARD SPONSORSHIP OPPORTUNITIES



## Taste of Lombard

- Dates: July 2<sup>nd</sup> – July 6<sup>th</sup>, 2013
- Location: Madison Meadow Park, Lombard IL
- Family-oriented 5 day festival sponsored by the Lombard Jaycees
- Held around the 4<sup>th</sup> of July holiday
- Features include food vendors, family entertainment, main stage entertainment, bingo, arts & crafts vendors, fireworks, business/community tent, carnival
- 31<sup>st</sup> annual event
- More than 4000 volunteer man-hours go into the planning, set-up and hosting of this event
- Proceeds benefit the Lombard Jaycees and more than 40 other community organizations



## Supporting Your Marketing/Communication Objectives

- Exposure to consumers in a relaxed, family-oriented environment where they are receptive to your message
- Exclusivity of category—at higher sponsorship levels, yours is the only company in your industry that will be featured at the Taste of Lombard
- Extended reach—this event draws guests from all over the tri-state area (IL/WI/IN)



## Sponsorship Levels

Contributing – \$1,000	Supporting – \$2,500
Associate – \$5,000	Presenting – \$10,000+

*All donations are tax deductible to the fullest extent of the law through the Illinois Jaycee Charitable Foundation, a 501c-3 corporation.*

## Sponsor Benefits

	Contributing	Supporting	Associate
Donation fully tax-deductible	X	X	X
6 Complimentary admission bracelets good for every day of the event	X	X	X
Signage at Event	X	X	X
Link on Event Website	X	X	X
Logo on volunteer t-shirts		X	X
Complimentary Carnival wristbands		X	X
Announcements from Podium		X	X
Exclusivity of Category			X
Sponsorship of one named event/activity			X
Backstage pass for 2 to one concert			X

## Presenting Sponsor Benefits

- Donation fully tax-deductible
- Link on Event Website
- Complimentary Carnival wristbands\*
- Announcements from Podium
- Back-stage pass for 4 to one concert
- Sponsorship of one named special event or activity
- Presenting sponsor recognition in advertising
- 12 Complimentary admission bracelets good for every day of the event
- Signage at Event
- Logo on volunteer t-shirts
- Parking pass to reserved lot
- Booth in the Business tent
- Exclusivity of Category

\* Some restrictions apply

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### Benefits for the above Sponsorships

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[president@lombardjaycees.org](mailto:president@lombardjaycees.org)



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- 3<sup>rd</sup> annual event
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Donation fully tax-deductible	X	X	X
6 Complimentary admission bracelets good for every day of the event	X	X	X
Signage at Event	X	X	X
Link on Event Website	X	X	X
Logo on volunteer t-shirts		X	X
Complimentary Carnival wristbands		X	X
Announcements from Podium		X	X
Exclusivity of Category			X
Sponsorship of one named event/activity			X
Backstage pass for 2 to one concert			X

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- Booth in the Business tent
- Exclusivity of Category

\* Some restrictions apply

INCOME		Number	Value		Sub-totals	Totals
\$5.00 / 16oz Glass - Alt. Beverages					\$30,000.00	\$30,000.00
\$5.00 / 16oz Glass - Beer					\$118,175.00	\$118,175.00
Ice	Increase due to vendors selling pop \$500				2,000.00	\$2,000.00
Arts & Crafts						\$6,000.00
Business Tent						\$8,000.00
Carnival (net)						\$30,000.00
Miller/Uclid (net)						\$10,000.00
Restaurants						
	Number		Value			
Fees	28		\$1,500.00		\$42,000.00	\$42,000.00
Park Security Deposit Return						
Deposit Return						\$5,000.00
Pre-Event Start-Up Funds						
Funds						\$35,000.00
Village Fireworks Grant						\$35,000.00
Total Income						\$328,175.00
<b>EXPENSES:</b>						
Alcoholic Beverages						
Alternative Beverages					\$13,000.00	
Beer					\$26,000.00	
State Liquor License					\$50.00	
Village Liquor License					\$50.00	
Supplies					\$200.00	
Arts & Crafts						
Postage/supplies					\$150.00	
Business Item						

	Postage/supplies					\$150.00	
<b>Carnival</b>							
	Postage/Supplies					\$150.00	
<b>Committee Expenses</b>							
	Committee meetings					\$200.00	
	Operating meals					\$500.00	
	Office supplies					\$250.00	
	Park District deposit					\$5,000.00	
	Park District Bill					\$3,000.00	
	Internet Access					\$100.00	
	Telephones					\$100.00	
	Postage					\$300.00	
	Storage					\$2,500.00	
	Shirts/badges/other apparel					\$2,000.00	
<b>Community Organizations</b>							
	Group donations					\$20,000.00	
<b>Construction</b>							
	Office trailer					\$1,200.00	
	Equipment rental					\$2,000.00	
	Golf carts					\$2,250.00	
	Portable toilets					\$14,500.00	
	Tents/tables/chairs rental					\$27,500.00	
	Ticket Booths					\$1,125.00	
	Wastewater bucket rental/Trailer storage					\$500.00	
	Insect Spraying					\$500.00	
	Lumber					\$700.00	
	Set up meals					\$600.00	
	Gas					\$1,000.00	
<b>Corporate Sponsors</b>							
	Banners					\$500.00	
	Fundraising costs					\$200.00	
<b>Electricity</b>							
	Certified electrician					\$3,000.00	

Equipment upgrade					\$1,000.00
Generators					\$12,500.00
Supplies					\$1,000.00
Diesel Fuel					\$7,000.00
<b>Family Entertainment</b>					
Supplies/Prizes					\$250.00
<b>Finance</b>					
Postage					\$250.00
Supplies					\$300.00
<b>Fireworks</b>					
Fireworks for show Village Grant					\$35,000.00
Fireworks for show Taste Contribution					\$5,000.00
Truck rental					\$500.00
Set up meals					\$200.00
Supplies					\$200.00
<b>General Operations</b>					
Cleaning supplies					\$1,500.00
Miscellaneous					\$500.00
Tickets and Handstamps					\$350.00
<b>Village Services</b>					
Police Security				Pay Rate / Hour	
7/3/2010 : 5:00pm - 11:30pm				Village Service	
7/4/2010 : 12:00pm - 11:30pm				Village Service	
7/5/2010 : 5:00pm - 11:30pm				Village Service	
7/6/2010 : 5:00pm - 11:30pm				Village Service	
7/7/2010 : 12:00pm - 11:30pm				Village Service	
On-Site First Aid, Fire Department					
7/3/2010 : 5:00pm - 11:30pm			Number of Hours	Pay Rate / Hour	
7/4/2010 : 12:00pm - 11:30pm				Village Service	
7/5/2010 : 5:00pm - 11:30pm				Village Service	
7/6/2010 : 5:00pm - 11:30pm				Village Service	
7/7/2010 : 12:00pm - 11:30pm				Village Service	



Perimeter Show Fence Install						
No Parking Signs Install					Village Service	
					Village Service	
<b>Insurance</b>						
Liability						\$22,000.00
Dram Shop						\$3,300.00
<b>Main Stage Entertainment</b>						
Entertainers						\$35,000.00
Production/Stage						\$20,000.00
Supplies						\$500.00
<b>Publicity</b>						
Advertising						\$9,000.00
Printing						\$1,100.00
Website						\$100.00
<b>Restaurants</b>						
Auro Tallow						\$350.00
Postage						\$300.00
Supplies						\$100.00
<b>Security</b>						
Ear Buds						\$200.00
<b>Pop and Ice</b>						
Ice						\$4,000.00
water						\$1,000.00
Supplies						\$100.00
<b>Tear Down</b>						
Site clean up						
Tear down meals						\$200.00
Park repairs						
<b>Total Expenses</b>						\$292,075.00

<b>Total Income</b>				\$328,765.00	
<b>Total Expenses</b>				\$292,075.00	
<b>Gross Profit</b>				\$36,690.00	
<b>NET PROFIT:</b>				\$1,100.00	

INCOME	Number	Value	Sub-Total	Total
\$5.00 / 16oz Glass - A3 Beverages			\$30,000.00	\$27,500.00
\$5.00 / 16oz Glass - Beer			\$116,175.00	\$120,675.00
Increase due to vendors selling pop		\$500		\$2,000.00
Arts & Crafts				\$8,000.00
Business Tent				\$8,000.00
Cornhole (net)				\$30,000.00
Mileage (net)				\$12,000.00
Restaurants	Number	Value		
Fees	20	\$1,500.00	\$30,000.00	\$30,000.00
Park Security Deposit Return				\$5,000.00
Deposit Return				\$5,000.00
Pre-Event Start-Up Funds				\$24,500.00
Funds				\$30,000.00
Village Fireworks Grant				
Total Income				\$300,675.00
EXPENSES				
Alcoholic Beverages				
Alternative Beverages			\$13,000.00	
Beer			\$28,000.00	
State Liquor License			\$50.00	
Village Liquor License			\$50.00	
Supplies			\$300.00	
Postage/Supplies			\$150.00	
Postage/Supplies			\$150.00	
Postage/Supplies			\$150.00	
Commuter mileage			\$200.00	
Operating meals			\$250.00	
Office supplies			\$250.00	
Park District deposit			\$5,000.00	
Park District Bill			\$3,000.00	
Internet Access			\$100.00	
Telephones			\$100.00	
Postage			\$300.00	
State/Inspector's apparel			\$3,000.00	
Group donations			\$20,000.00	
Office trailer			\$1,200.00	
Equipment rental			\$2,000.00	
Garbage			\$2,250.00	
Portable toilets			\$14,500.00	
Tents/tables/chairs rental			\$20,500.00	
Ticket Booths			\$1,125.00	
Wastewater bucket rental/Traffic cones			\$500.00	
Irland Screening			\$500.00	
Lumber			\$700.00	
Set up meals			\$800.00	
Gas			\$1,000.00	
Barriers			\$500.00	
Fundraising meals			\$700.00	
Equipment upgrade			\$1,000.00	
Generators			\$12,500.00	
Supplies			\$1,000.00	
Diesel Fuel			\$7,000.00	
Postage			\$250.00	
Supplies			\$300.00	
Fireworks for show Village Grant			\$35,000.00	
Truck rental			\$500.00	
Set up meals			\$700.00	
Supplies			\$700.00	
Cleaning supplies			\$1,500.00	
Miscellaneous			\$500.00	
Tickets and Handstamps			\$350.00	
Police Security	Number of Officers	Number of Hours	Pay Rate / Hour	
7/20/10 - 5:00pm - 11:30pm			Village Service	
7/20/10 - 12:00pm - 11:30pm			Village Service	
7/5/2010 - 5:00pm - 11:30pm			Village Service	
7/6/2010 - 5:00pm - 11:30pm			Village Service	
7/7/2010 - 12:00pm - 11:30pm			Village Service	
On-Site First Aid / Fire Department	Number of Personnel	Number of Hours	Pay Rate / Hour	
7/20/10 - 5:00pm - 11:30pm			Village Service	
7/20/10 - 12:00pm - 11:30pm			Village Service	
7/5/2010 - 5:00pm - 11:30pm			Village Service	
7/6/2010 - 5:00pm - 11:30pm			Village Service	
7/7/2010 - 12:00pm - 11:30pm			Village Service	
Perimeter Show Fence Install			Village Service	
No Parking Signs Install			Village Service	
Liability			\$22,000.00	
Drawn Sign			\$3,300.00	
Entertainers			\$35,000.00	
Production/Stage			\$20,000.00	
Supplies			\$500.00	
Advertising			\$8,000.00	
Pringles			\$1,100.00	
Whiskey			\$100.00	
Auto/Traffic			\$350.00	
Postage			\$300.00	
Supplies			\$100.00	
Eat/Truck			\$700.00	
Ice			\$4,000.00	
Water			\$1,000.00	
Supplies			\$100.00	
Site clean up				
Tear down meals			\$20.00	
Total Expenses				\$274,325.00
Total Income				\$300,675.00
Total Expenses				\$274,325.00
NET PROFIT/Chapter return				\$1,950.00



## Teachers honored

SIX SPECIAL St. Pius X Parish School teachers were honored recently at the Lombard school's annual Black & Gold Gala Live and Silent Auction. Each served 20 or more years as teachers at St. Pius X Parish School or as teachers within the Diocese of Joliet. Those honored were (front row, l. to r.) Tracy Pohl, 24 years at St. Pius X; Barbara Amidei, 24 years at St. Pius; Linda Cummings, 26 Years in the Diocese and 13 years at St. Pius X; (back row, l. to r.) Diana Koch, 24 years at St. Pius X; Linda Spiggos, 34 Years at St. Pius X; and Kathy Lemense, 23 years in the Diocese and three years at St. Pius X. "We are proud of our exceptional teachers at St. Pius," said principal, Daniel Flaherty. "They have dedicated their lives to providing a superior Catholic education to our students. We invite all of our school families to join us as we thank them for their loyal service to our community on this festive occasion."

## Keith Anderson to headline at Taste

The Lombard Jaycees' 2013 Taste of Lombard committee announces Grammy nominated songwriter and country heartthrob Keith Anderson as the headlining act on the main stage Friday, July 5. Anderson is the first headliner to be announced for the 2013 event. His debut album "Three Chord Country and American Rock & Roll," produced two top 10 hits, "Pickin' Wildflowers" and "Everytime I Hear Your Name," with both videos reaching number one.

Anderson and his band, The Andersons, have been playing music together since the summer of 1998 and later that year began co-writing songs together. This opened the door for Anderson to the local songwriting community in Nashville and led him to collaborating opportunities with Jeffrey Steele, Bob DiPiero and Craig Wiseman.

He has written songs for Gretchen Wilson, Jason Michael Carroll and most notably the number one hit for Big & Rich "Lost In This Moment," a song he co-wrote which was nominated for song of the year at the

CMA and ACM awards. He also co-wrote the Grammy nominated song "Beer Run," a duet performed by Garth Brooks and George Jones. His debut album "Three Chord Country and American Rock & Roll," produced two top 10 hits, "Pickin' Wildflowers" and "Everytime I Hear Your Name," with both videos reaching number one.

Anderson is no stranger to the Chicago area; he has sung the national anthem at Wrigley Field, performed shows at Joe's Bar on Weed Street, one in 2009 with Her and Kings County and another in 2010 performing a co-headlining show with Colt Ford. He began 2013 with a performance at the sixth annual Bellevue Tennessee's YMCA Rockin' Concert, which is part of the annual giving fund for Bellevue's YMCA. His tour this year will make stops in Alabama, Nebraska, Texas and Missouri.

A meet and greet will be held for 20 lucky fans before the show on July 5. Details for the meet and greet will be released at a later date via the Taste of Lombard's Facebook page. The Taste of Lombard is a benefit concert for the Lombard Jaycees' Taste of Lombard. The event is held on the lawn of Lombard High School, 1000 W. 10th St., Lombard, IL 60148. For more information, visit the Taste of Lombard Facebook page: <https://www.facebook.com/TasteofLombard>.

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## language h

East High School were inducted into their respective foreign language honor societies. Membership was granted to students who maintained a 3.5 grade point average in foreign language in three consecutive semesters and demonstrated that they would uphold the ideals of their societies.

Students earning the honor membership in Soci   Honoraria Fran  ais include Ashley Amari, Andrea Babinesak, Cassandra Bocchieri, Viky Bozenovain, Tary Chovan, Alex Ciszewski, Andrea Conner, Emily Kingsley Dine, Emma Easterday, Melissa Gutierrez Gerez, Yoanny Gonzalez, Kelly Heniff.

Sophie Jernyn, Juan Jimenez, Errol Kaylor, Rachel A. Kipp, Kiana Kulik, Mary Kurtz, Rachel Leonard, Alexandra Lyons, Grace Moon, Alexandra Naguit, Erin Negroni, Weronkia Pach, Mario Posadas, Leah Schmoldt, Nadia Shakeel.

Rachel Slowinski, James Toeddi, Aja Todd, and Tanya Vargas.

Students inducted into Deutsche Ehrenverbindung include Nicole Alfaro, Kaitrin Colby, Freddie Maas, Alexis Oldham, Michelle Sukienik, and Alexandria Symonds.

Students inducted into Soci   Honoraria Hisp  nica include Hanna Appleyard, Jasmin Baluran, Vincenza Battista, Chase Biegalski, Karl Bowden, Carla Briones, Christine DeBatty, Maribel DeLara, Ethan Ekstrand, Kayla Estremera, Cori Ewoldt, Christian Flores.

Genesis Garcia, Aasna Gaur, Samantha Georges, Katarzyna Glowik, Rachel Gomez, Ashley Gonzalez, Dante Gonzalez, Gianni Green, Nicole Gsell, Taylor Halcox, Rachel Hlavacek, Savannah Ireland, Jane Koyari, Nesha Kauran.

Rachel King, Amber Lopez, Uma Madana, Rachel Mayros, MaryClaire Meimers, Khateeb Mohsin, Anna Murphy, Mara Murphy, Brian

Benefit dinner to feature Francis Cardinal Caggiano



# Project Management Guide (PMG)

**Chapter Name:** Lombard

**State Name:** Illinois

**Project Name:** Taste of Lombard 2014

**Area of Opportunity:** Community

**Category:** Local Community Development Program

**Project Manager's Officer:** Jax West

**Primary Phone:** 630.632.9308

**Email Address:** [president@lombardjaycees.org](mailto:president@lombardjaycees.org)

**Supervising Chapter Officer:** Jax West

**Primary Phone:** 630.632.9308

**Email Address:** [president@lombardjaycees.org](mailto:president@lombardjaycees.org)

## PURPOSE OF THE GUIDE:

Good advanced planning and record-keeping will assure success. Use this guide in planning and conducting the project by answering each of the following questions and updating information as the project progresses. Evaluate the impact of your project and provide recommendations for future Project Managers.

## PLANNING

**Primary Purpose** *The primary purpose for this project is to proudly host the Village of Lombard's annual Fourth of July Fest and fireworks.*

### 1. Project Overview

**Give a brief description of the proposed project and background information.** This year will be our 32nd year to contribute to this signature event for our Village. The Taste of Lombard is a family oriented community festival that is run in conjunction with the Independence Day holiday. Traditionally there is a carnival, Expo Tent, Beer Garden, Food Vendors, BINGO and Main Stage Entertainment with Fireworks on the Fourth of July. The Village provides this project with the fireworks, bus service, and Snow fence (used for fireworks crowd safety and control).

The "Taste" will be held from July 1st to July 5th, 2014 in the Madison Meadows Park, located on Madison Street between Fairfield and Ahrens Avenue. Times will be Tuesday 5pm-11pm, Wednesday 5pm-11pm, Thursday 5pm-11pm, Friday Noon-Midnight, Saturday Noon-Midnight. There is a \$3 charge to enter the grounds. Kids under ten free, however patrons are responsible for their food, drink, carnival tickets and shopping.

We now have access to the 501(c)3 Foundation so will use that to try to get corporate sponsors as well as building materials and meals for our volunteers. We would love to have someone sponsor our stage and that alone would be \$15,000. The cost of meals would be around \$1,000.

**a. How will this project benefit the individual member, the chapter, and the community?**

There are many benefits from this project. The member can learn how to run a fest of this magnitude. The Chapter comes together as a group to put on a fabulous fest. The community benefits from all we have to offer as well as the community groups make a lot of money to work it as well as the church that we pay for parking.

**b. List specific and measurable goals to be accomplished by this project. (Example: Involve 25 Jaycees. Recruit 2 new members.)**

- i. **Goal 1** – To raise \$15,000 to further the work of the Lombard Jaycees
- ii. **Goal 2** – To donate \$27,000 to other Community Organizations
- iii. **Goal 3** – To involve 30 Community Organizations

**2. Steps to implementation:** *List the specific steps to bring this project to a successful completion, showing the planned dates for each step, and the person or people responsible for each step.*

TASK/ACTIVITY	START DATE	FINISH DATE	% COMPLETE	PERSON(S) RESPONSIBLE	CRITICAL TASK (Y/N)	FOR CRITICAL TASKS:	
						POTENTIAL PROBLEM	POTENTIAL SOLUTION
Write 7 Steps	8/1/13	8/1/13	100%	Jax	Y		
Present 7 Steps to Board	8/1/13	8/1/13	100%	Jax	Y		
Present 7 Steps to GM	8/8/13	8/8/13	100%	Jax	Y		
Plan Event	8/9/13	7/2/14	1%	Jax & Jeff	Y		

Request grant from	November	November	0%	Jax & Jeff	Y		
1 <sup>st</sup> Committee Meeting	January	January	0%	Jax & Jeff	Y		
Presentation to Park District	March	March	0%	Jax & Jeff	Y		
Contracts Out	January	July	0%	Chairmen	Y		
Get Corporate Sponsors	January	July	0%	Chairman	Y		
Set up advertising & publicity	January	July	0%	Chairman	Y		
Finalize Vendors & contracts	June	June	0%	Chairmen	Y		
Website Updated	June	July	0%	Jeff	Y		
Entertainment Finalized	June	June	0%	Jax & Ryan	Y		
Obtain liquor license from State & Village	March	March	0%	Smitty	Y		
Submit proof of insurance to Village & Park Dist	June	June	0%	Jax & Jeff	Y		
Order signage	June	June	0%	Jeff	Y		
Submit final site plan to Park Dist	June	June	0%	Jax & Jeff	Y		
Park Dist Meeting	June	June	0%	Jax & Jeff	Y		
Final Vendor list to Park Dist	June	June	0%	Jax & Jeff	Y		
Send out final instructions/ layout/ setup to vendors	June	June	0%	Chairmen	Y		

Provide carnival insurance/ employee list to	June	June	0%	Jax & Jeff	Y		
Confirm equipment	June	June	0%	Chairmen	Y		
Mark the Park	June	June	0%	Chairmen	Y		
Equipment Delivered	June	June	0%	Chairmen	Y		
Hang Lights	June	June	0%	Chairmen	Y		
Delivery of Plywood for restaurants	June	June	0%	Chairmen	Y		
Neighborhood letter	June	June	0%	Chairmen	Y		
Paint the Town	June	June	0%	Chairmen	Y		
Village puts up snowfence/ hang lights in food tents/	June	June	0%	Chairmen	Y		
Hang last of lights	June	June	0%	Chairmen	Y		
Delivery of tables/ chairs	June	June	0%	Chairmen	Y		
Carnival arrives	June	June	0%	Chairmen	Y		
Mark out Tents	June	June	0%	Chairmen	Y		
Delivery of stage	June	June	0%	Chairmen	Y		
Delivery of generators	June	June	0%	Chairmen	Y		
Spray for bugs	June	June	0%	Chairmen	Y		



Delivery of plywood	June	June	0%	Chairmen	Y		
Delivers of dumpsters/ porta potties	June	June	0%	Chairmen	Y		
Mark electricity for tents	June	June	0%	Chairmen	Y		
Delivery of grease buckets/ water buckets	June	June	0%	Chairmen	Y		
Restaurants move in	June	June	0%	Chairmen	Y		
Delivery of Ice	June	June	0%	Chairmen	Y		
Fire Marshall Inspection	June	June	0%	Chairmen	Y		
Health Dept Inspection	June	June	0%	Chairmen	Y		
Hang sponsor signs	June	June	0%	Chairmen	Y		
Prepare committee packets	June	June	0%	Chairmen	Y		
Finish fencing	June	June	0%	Chairmen	Y		
Event opens	July	July	0%	Chairmen	Y		
Teardown	July	July	0%	Chairmen	Y		
Final Park Inspection	July	July	0%	Chairmen	Y		
Update vendor lists for next year	July	July	0%	Chairmen	Y		
Review invoices	July	August	0%	Chairmen	Y		

Pay bills	July	August	0%	Chairmen	Y		
Plan TGIO	July	July	0%	Chairmen	Y		
Finalize PMG	August	August	0%	Chairmen	Y		
Present PMG to Board	August	August	0%	Chairmen	Y		
Present PMG to GM	August	August	0%	Chairmen	Y		
Send PMG to State/Region	August	August	0%	Chairmen	Y		
TGIO	July	July	0%	Chairmen	Y		
Present final report to Park Dist	September	September	0%	Chairmen	Y		

### 3. Critical Contacts

#### Project Manager

Name: Jax West

Email: president@lombardjaycees.org

Phone 1: 630.632.9308

Phone 2:

Duties: Write PMG. Plan, organize & run event

#### Committee Member - Chairman

Name: Jeff Tarant

Email:

Phone 1:

Phone 2:

Duties:

#### Committee Member - Administration

**Name:** Clifford "Smitty" Smith

**Address:** Lombard, IL

**Phone:** 630.627.0357

**E-mail:** cdsmith-smitty@sbcglobal.net

**Duties:** To keep track of all records, permits and volunteer hours. To check voicemail messages daily and get messages to the appropriate committees. To assist with the production/distribution of T-shirts, etc. To organize all records of the event for distribution to next year's Chairman. To ensure a positive guest, vendor and sponsor experience and provide documentation for the CPG.

#### **Committee Member - Beverage**

**Name:**

**Address:**

**Phone:**

**E-mail:**

**Duties:** To select beverage vendor and specific products to be sold within that vendors offerings. To specify orders/re-orders, accept delivery of product, ensure accuracy of invoices and direct the efforts of those pouring and serving. To schedule Bassett training. To provide a positive guest, vendor and community group experience. To provide documentation for the CPG.

#### **Committee Member – Expo Tent**

**Name:**

**Address:** Lombard, IL

**Phone:**

**E-mail:**

**Duties:** To select, negotiate with and manage business vendors as well as crafters. To lay out the tent, communicate electrical needs and specify required resources from other committees. To ensure payment of all monies owed and accept deposits for 2014. To ensure a positive experience for both vendors and guests. To provide documentation for the PMG.

#### **Committee Member - Bingo**

**Name:**

**Address:**

**Phone:**

**E-mail:**

**Duties:** To provide games for both adults and children complete with prizes for winners. To offer pull-tabs, split the pot raffles and other games as fundraisers. To handle finances (including taxes) associated with the event. To provide scholarships from the proceeds and determine the winners of these scholarships. To provide an outstanding guest experience.

#### **Committee Member – Community Organizations**

**Name:**

**Address:** Lombard, IL

**Phone:**

**E-mail:**

**Duties:** To ensure sufficient manpower is available at the event by contracting with local organizations to fill slots pouring beer, selling tickets and cleaning up the tables, grounds and

neighborhood. To coordinate needed manpower with other committees. To provide needed training/supplies for community groups. To ensure a positive experience for both community groups and guests. To provide documentation for the PMG.

#### **Committee Member - Construction**

**Name:**

**Address:**

**Phone:**

**E-mail:**

**Duties:** To select and coordinate vendors for "physical plant." This includes, but is not limited to tents, tables, chairs, plywood, port-a-potties, fencing, snow fencing, administrative trailer, golf carts, radios, etc. To maintain condition of festival grounds during event and direct tear-down activities. To work with other committees to meet their needs, ensure a positive guest and vendor experience and provide documentation for the PMG.

#### **Committee Member – Corporate Sponsors**

**Name:**

**Address:**

**Phone:**

**E-mail:**

**Duties:** To solicit and contract with Corporate Sponsors. To work with other committees to ensure that all Jaycee commitments to these vendors are met. To create, decorate and host the VIP tent. To ensure a positive sponsor and guest experience and provide documentation for the PMG.

#### **Committee Member - Electric**

**Name:** Jeff Tarant/ Adam Eakins/ Smitty/ Joe Glazier, Sr

**Address:** On File/ On File/ Lombard

**Phone:** On File/ On File/ 630.629.4765

**E-mail:** On File/ On File/ joeglaziersr@yahoo.com

**Duties:** To ensure that electricity is placed appropriate to power safety, functional and ambient needs. To select, contract with and manage vendors for generators, fuel and professional electrical service. To ensure that electrical trailer is fully repacked including Taste of Lombard supplies and materials not needed for other Jaycee events prior to next year's event. To communicate with other committees a timeline for providing their requirements. To ensure a positive vendor and guest experience and provide documentation for the PMG.

#### **Committee Member - Finance**

**Name:** Trishia Kivi/ Nicholas Smith

**Address:** On File

**Phone:** 630.205.6077/630.699.3713

**E-mail:** On File

**Duties:** To assist with budget development. To handle all finances—both on-site and following the event. To schedule/manage ticket sellers, pay entertainers during event, and pay all bills/donations following the event. To provide complete documentation of all expenditures, including a break-down by budget area. To ensure a positive vendor, entertainer and guest experience and provide procedural documentation for the PMG.

#### **Committee Member - Fireworks**

**Name:** Harley Dejong & Dave Scofield  
**Address:** Committee Member's Address  
**Phone:** 630.212.1021  
**E-mail:** / dscofield@sbcglobal.net  
**Duties:** To put on the best fireworks show in the Western Suburbs! To select shells, work with vendor, train/ certify committee, obtain required permitting, coordinate with Lombard Fire Department and ensure security of the event. To create a soundtrack for the public's listening pleasure during the show. To ensure a positive guest experience and provide documentation for the PMG.

#### **Committee Member – Main Stage Entertainment**

**Name:** Ryan West  
**Address:** On File  
**Phone:** On File  
**E-mail:** On File  
**Duties:** To provide a variety of entertainment suitable to a family festival. To select, contract with, and assist entertainers. To provide a listing of checks (or, where needed, cash) required for paying entertainers to Finance in advance of the performance. To provide electrical, construction and sound requirements in a timely fashion to other committees. To ensure a positive entertainer and guest experience and provide documentation for the PMG.

#### **Committee Member - Ice**

**Name:**  
**Address:**  
**Phone:**  
**E-mail:** *Committee Member's E-mail Address*  
**Duties:** To select beverage vendor and specific products to be sold within that vendors' offerings. To specify orders/re-orders, accept delivery of product, ensure accuracy of invoices and direct the efforts of those stocking and serving. To provide a positive guest, vendor and community group experience and provide documentation for the PMG.

#### **Committee Member – Publicity/ Advertising**

**Name:**  
**Address:** Lombard IL  
**Phone:**  
**E-mail:**

**Duties:** To ensure that the event is effectively communicated to the public in a way that is exciting and enticing. To provide press releases, PSA's, place ads, and contact the media for coverage of the event—before, during and after the event concludes. To efficiently spend allocated advertising dollars. To provide a positive guest, entertainer, vendor and community group experience. To provide documentation for the PMG.

#### **Committee Member - Restaurants**

**Name:** Laura Sasinka

**Address:** On File

**Phone:** On File

**E-mail:** On File

**Duties:** To provide a variety of food alternatives for our guests. To select, contract with and manage vendors. To communicate electrical/construction needs to other committees. To ensure payment of all monies owed and accept deposits for 2014. To coordinate with the Fire Marshall and Health Department to ensure that all restaurants are operating to code. To inspect booths after the event and, where applicable, return cleaning deposits. To provide a positive guest and vendor experience. To provide documentation for the PMG.

#### **Committee Member - Security**

**Name:** Lombard Police Dept – Lt John Lavery

**Address:** 255 E. Wilson Lombard

**Phone:** 630.873.4485

**E-mail:** Committee Member's E-mail Address

**Duties:** To maintain order and ensure the safety of all guests, entertainers, vendors and volunteers. To provide parking passes. To also protect the park and its contents during hours the festival is closed. To provide a positive guest and vendor experience. To provide documentation for the PMG.

#### **Committee Member - Waste**

**Name:**

**Address:** *On File*

**Phone:** *On File*

**E-mail:** *On File*

**Duties:** To ensure a clean environment for all guests visiting the Taste of Lombard. To return the park to acceptable conditions. To provide a positive guest and vendor experience. To provide documentation for the PMG.

#### **Committee Member – Newsletter Editor/ Webmaster**

**Name:** Jackie West

**Address:** On File/ On File

**Phone:** On File/ On File

**E-mail:** On File/ On File

**Duties:** To communicate information about the project through our newsletter, the Lilac Lines and email said newsletter in a timely fashion to the membership. To update the Taste Website in a timely manner and to ensure accuracy of information provided. To promote on Facebook. To provide a positive guest and vendor experience. To provide documentation for the PMG.

**4. What specific materials, supplies, and resources will be required?**

Material or Supply & Quantity	Person Responsible for Obtaining	Date Needed	Donated, Owned or Purchased?	Cost/Value
Stage	Jax	7/1/14	Purchased	\$15,000.00
23 Tents		7/1/14	Purchased	\$18,500.00
120 Tables		7/1/14	Purchased	\$2,300.00
1,521 Chairs		7/1/14	Purchased	\$2,700.00
2 Platform Stages		7/1/14	Purchased	\$250.00
5 Golf Carts		6/28/14	Purchased	\$2,250.00
1 High Lift		6/28/14	Purchased	\$350.00
72 Porta Potties		7/1/14	Purchased	\$14,500.00
8 Electrical Generators	Adam	7/1/14	Purchased	\$12,500.00
10 Light Towers	Adam	7/1/14	Purchased	\$6,000.00
Diesel for Generators	Jeff	7/1/14	Purchased	\$7,000.00
1 Office Trailer	Jax	7/1/14	Purchased	\$1,200.00
Bug Spraying	Jeff	7/1/14	Purchased	\$500.00
Grease Buckets	Jeff	7/1/14	Purchased	\$350.00
Waste Water Buckets	Jeff	7/1/14	Purchased	\$350.00
Broadband	Jax/ Jeff	7/1/14	Purchased	\$100.00
Phone Line	Jeff	7/1/14	Purchased	\$100.00
40 Sheets Plywood	Jeff	7/1/14	Purchased	\$700.00
Flatbed to move Plywood	Jeff	7/1/14	Purchased	\$50.00

Construction Supplies	Jeff, Adam	7/1/14	Purchased	\$20,000.00
Cleaning Supplies		7/1/14	Purchased	\$750.00
Certificates of Insurance	Jax/ Jeff	7/1/14	Purchased	\$26,000.00
Professional Electrician	Jeff	7/1/14	Purchased	\$3,000.00
Garbage Dumpster	Jeff	7/1/14	Donated	\$50.00
360 Toters	Jeff	7/1/14	Donated	\$50.00
Apprx 1,500 bags of ice	Jeff	7/1/14	Purchased	\$4,000.00
Ice Chest Rental	Jeff	7/1/14	Purchased	\$0.01
Apprx 300 kegs of beer	Adam	7/1/14	Purchased	\$26,000.00
Aprx 120 cases of alternatives	Adam	7/1/14	Purchased	\$13,000.00
29 rolls [58,000] beer tix	Adam	7/1/14	Purchased	\$650.00
2 rolls [4,000] tix for workers	Adam	7/1/14	Purchased	\$120.00
Start up Money	Trishia	7/1/14	Owned	\$7,000.00
Bill Counter	Trishia	7/1/14	Donated	\$350.00
Night Drop Key	Trishia	7/1/14	Donated	\$1.00
Night Drop Bags	Trishia	7/1/14	Donated	\$1.00
14 Cash Drawers	Trishia	7/1/14	Purchased	\$650.00
4 Calculators	Trishia	7/1/14	Owned	\$100.00
200 Money Bands	Trishia	7/1/14	Purchased	\$8.00
100 Rubberbands	Trishia	7/1/14	Purchased	\$0.38
1 Safe	Adam	7/1/14	Owned	\$134.16
10 Pens	Adam	7/1/14	Purchased	\$7.99
6 Counterfeit Markers	Adam	7/1/14	Purchased	\$14.00
8 Stamp Pads	Adam	7/1/14	Owned	\$13.00
8 Hand Stamps	Adam	7/1/14	Owned	\$14.00
250 Posters	Jax	6/1/14	Purchased	\$300.00
250 Flyers	Jax	6/1/14	Purchased	\$150.00



200 Envelopes	Adam	7/1/14	Purchased	\$6.00
Press Releases	Danielle	6/1/14	Purchased	\$1,100.00
Advertising	Danielle	6/1/14	Purchased	\$9,000.00
Fireworks	Jax/ Jeff	7/4/14	Donated	\$30,000.00
Community Groups		7/1/14	Purchased	\$23,470.00
Tent Signs	Jeff	7/1/14	Owned	\$189.00
Measuring Wheel	Adam	6/28/14	Owned	\$42.49
Spray Paint	Adam	6/28/14	Purchased	\$319.54

5. Complete a proposed budget indicating all anticipated income and expenses

Proposed Budget

[See Attached Proposed Budget]

**INCOME:**

**PROPOSED**

Appropriation from chapter .....\$25,000.00

Value of donated items (list)

List donated items and assign a value. ....\$

Other sources of income (list)

List potential income (raffles, fundraisers, etc.) .....\$

---

**TOTAL INCOME** .....\$

**EXPENSES:**

**PROPOSED**

Value of donated items (list)

List donated items and assign a value. ....\$

Other expenses (list)

List potential expenses (i.e.: materials for the project).....\$

Return of appropriation from chapter .....\$

Return to chapter (profit) .....\$

(OR Donation to Insert donation recipient's name)

---

**TOTAL EXPENSES** .....\$

Describe the potential problems and solutions to successfully complete this project.

**Potential Problem:** A chapter of 46 members is not big enough to pull off a 5-day festival the size of the Taste of Lombard.

**Solution:** Recruit new members to help, utilize community groups for manpower, involve friends/family, and network with other chapters in the Region for assistance. Communicate the importance of this event to our chapter members on a one-to-one basis. Create meaningful motivational programs to make people want to be involved. Establish and maintain a "fun", teamwork-oriented environment where people are committed to working hard and don't listen to their sore muscles telling them to go home.

**Potential Problem:** 5 straight days of rain.

**Solution:** Limit entertainment expenditures to limit potential losses OR insure any headline acts costing more than \$5,000. Ensure that all contracts with food/craft/business vendors state that there are no refunds based on inclement weather. Ensure that all contracts with beverage vendors allow for return, without penalty/restocking fees, of untapped kegs, unused cases of alternative beverages and pop/water.

**Potential Problem:** Confusion over sponsorship of event leaves the public wondering if there will even BE a Taste of Lombard this year.

**Solution:** Advertise, publicize and promote. Ensure that Lombardians know that there WILL be a Taste of Lombard this year. Have a float in the Lilac Day parade promoting the Taste, do an Open Mic session with Village President Giagnorio for Channel 6, return to placing posters/flyers around town. Team up with the Daily Herald, Suburban Nightlife and at least one radio station to get the word out across a wider geographic area. Request all entertainers (particularly main stage) to add a link to the Taste of Lombard on their websites.

## **EVALUATION**

- 6. List solutions and/or recommendations for future Project Managers.** *(List here anything that you would do differently the next time this project is run. Would you make contacts earlier? Was manpower sufficient? Could this project be broadened or should it be more focused?)*

## **7. Results**

**Primary Purpose:** *The primary purpose for this project is to proudly host the Village of Lombard's annual Fourth of July Fest and fireworks.*

**Results:** *Concisely state the results of this project*

**Goal 1:** To raise \$15,000 to further the work of the Lombard Jaycees

**Result:**

**Goal 2: To donate \$27,000 to other Community Organizations**

**Result:** *State the result, in measurable numbers when possible (ie. You wanted 10 Jaycees to attend and 15 attended – 150% success)*

**Goal 3: To involve 30 Community Organizations**

**Result:** *State the result, in measurable numbers when possible (ie. You wanted 10 Jaycees to attend and 15 attended – 150% success)*

**Project Summary:**

*This is your “wow statement”. Use this area to explain why this project should (or should not) be run again. This is your time to brag! Be positive and descriptive*

**Project Benefit:**

**Individual Impact:** *Use this area to describe the benefit(s) of conducting this project for the individual chapter members or the benefit to yourself or another member.*

**Chapter Impact:** *Use this area to describe the benefit(s) of conducting this project for your chapter.*

**Community Impact:** *Use this area to describe the benefit(s) of conducting this project **creates positive change** in your community.*

**8. Appendices** (Attach your final financial statement and list of contacts. \*Optional: Attach other documentation as appropriate)

- a. Final Financial Statement
- b. Contacts
- c. Contracts and agreements \*
- d. Pictures \*
- e. Press Releases, articles, and media coverage \*

## Final Financial Statement

**INCOME:**

	<u>PROPOSED</u>	<u>ACTUAL</u>
Appropriation from chapter .....	\$25,000.00 .....	\$
<b>Value of donated items (list)</b>		
List donated items and assign a value. ....	\$	\$
List donated items and assign a value. ....	\$	\$
List donated items and assign a value. ....	\$	\$
List donated items and assign a value. ....	\$	\$
<b>Other sources of income (list)</b>		
List potential income (raffles, fundraisers, etc.) .....	\$	\$
List potential income (raffles, fundraisers, etc.) .....	\$	\$
List potential income (raffles, fundraisers, etc.) .....	\$	\$
List potential income (raffles, fundraisers, etc.) .....	\$	\$

List potential income (raffles, fundraisers, etc.) .....	\$	.....	\$
List potential income (raffles, fundraisers, etc.) .....	\$	.....	\$

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<b>TOTAL INCOME</b>	\$		\$
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<b>EXPENSES:</b>	<u><b>PROPOSED</b></u>	<u><b>ACTUAL</b></u>
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**Value of donated items (list)**

List donated items and assign a value. ....	\$	.....	\$
List donated items and assign a value. ....	\$	.....	\$
List donated items and assign a value. ....	\$	.....	\$
List donated items and assign a value. ....	\$	.....	\$

**Other expenses (list)**

List potential expenses (i.e.: materials for the project).....	\$	.....	\$
List potential expenses (i.e.: materials for the project).....	\$	.....	\$
List potential expenses (i.e.: materials for the project).....	\$	.....	\$
List potential expenses (i.e.: materials for the project).....	\$	.....	\$
List potential expenses (i.e.: materials for the project).....	\$	.....	\$
List potential expenses (i.e.: materials for the project).....	\$	.....	\$

Return of appropriation from chapter.....	\$	.....	\$
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Return to chapter (profit) .....	\$	.....	\$
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(OR Donation to Insert donation recipient's name)

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<b>TOTAL EXPENSES</b>	\$		\$
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2014 ToL Proposed Budget

**INCOME**

\$5.00/ 16oz Glass – Alternative Beverages	\$30,000.00
\$5.00/ 16oz Glass – Beer	\$118,175.00
Ice	\$2,000.00
Carnival	\$30,000.00
Euclid	\$12,000.00
Restaurants	\$30,000.00
Expo Tent	\$15,000.00
Park Dist Deposit Return	\$5,000.00
Start Up Funds	\$25,000.00
Village Fireworks Grant	\$30,000.00
<b>TOTAL</b>	<b>\$297,175.00</b>

**EXPENSES**

**BEER**

Alternatives	\$13,000.00
Beer	\$26,000.00
State Liquor License	\$50.00
Village Liquor License	\$50.00

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<b>TOTAL</b>	<b>\$39,300.00</b>
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**CARNIVAL**

Incidentals	\$150.00
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**COMMERCE TENT**

Incidentals	\$150.00
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**COMMITTEE**

Meals	\$500.00
Shirts	\$2,000.00
Incidentals	\$250.00

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**\$2,750.00**

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**COMMUNITY ORGANIZATIONS**

Payouts **\$20,000.00**

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**CONSTRUCTION**

Fencing  
Office Trailer \$1,200.00  
Equipment Rentals \$2,000.00  
Golf Carts \$2,500.00  
Porta Potties \$15,000.00  
Tents/ Tables/ Chairs \$21,000.00  
Ticket Booths \$1,200.00  
Wastewater Bucket Rental \$500.00  
Insect Spraying \$500.00  
Lumber \$700.00  
Park District Deposit \$5,000.00  
Park District Bill \$3,000.00  
Internet \$100.00  
Storage \$2,500.00  
Set Up Meals \$600.00  
Gas \$1,000.00  
Incidentals \$250.00

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**\$65,050.00**

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**CORPORATE SPONSORS**

Signage \$500.00  
Incidentals \$250.00

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**\$750.00**

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**ELECTRICITY**

Generators \$12,500.00  
Diesel \$7,000.00

Light Towers

**ENTERTAINMENT**

Bands \$40,000.00

Stage/ Sound \$22,000.00

Incidentals \$250.00

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**\$62,250.00**

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**FINANCE**

Supplies \$500.00

Incidentals \$250.00

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**\$750.00**

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**FIREWORKS**

Fireworks [\$30,000 from Village Grant/ \$5,000 Us] \$35,000.00

Truck Rental \$500.00

Set up Meals \$200.00

Incidentals \$250.00

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**\$35,950.00**

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**GENERAL OPERATIONS**

Cleaning Supplies \$1,500.00

Tickets & Hand Stamps \$350.00

Water \$1,000.00

Incidentals \$250.00

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**\$3,050.00**

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**ICE**

Ice \$5,000.00

Incidentals \$250.00

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**\$5,250.00**

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**INSURANCE**

Liability	\$22,000.00
Dram Shop	\$3,300.00
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	<b>\$25,300.00</b>

#### **PUBLICITY**

Advertising	\$9,000.00
Printing	\$1,200.00
Website	\$100.00
Incidentals	\$250.00
	-----
	<b>\$10,500.00</b>

#### **RESTAURANTS**

Auro Tallow	\$350.00
Incidentals	\$250.00
	-----
	<b>\$550.00</b>

#### **SECURITY**

Radios/ Earbuds	\$250.00
Incidentals	\$250.00
	-----
	<b>\$500.00</b>

#### **TEARDOWN**

Meals	\$200.00
Incentives	\$250.00
Incidentals	\$250.00
	-----
	<b>\$700.00</b>

#### **VILLAGE SERVICES**

Lombard Police  
Lombard Fire Dept  
Snow Fence