



Town of Bowling Green – Events Coordinator (Contractor)
Monthly Report/Project Update
For March 2018

Prepared By: Jo-Elsa Jordan

Date: 3/30/18

Additional and/or Support Materials Attached: Yes X

No

Monthly Activities:

Facebook posts/promotion

Attend EDA meeting on 3/20/18

Provide minutes for EDA review/approval

Complete written narrative as required to apply for Opportunity Zones.

Coordinate with The Bavarian Chef for participation at the Bowling on the Green Virginia Wine Festival.

Collect vector images of winery logos to be included on the Bowling on the Green Virginia Wine Festival graphic.

Coordinate with Director of Sales for Three Notch'd Brewing Company to provide beer for the Wine Festival.

Secure ABC License for Bowling on the Green Virginia Wine Festival.

Finalize marketing graphic for 2018 Bowling on the Green Virginia Wine Festival. *Attached
Research real estate brokers, agents and investors with a presence in Caroline County for a target marketing campaign for the Wine Festival; Develop spreadsheet.

Site visit to Paisley & Jade to finalize rental contract for the Wine Festival.

Remit payment to Paisley & Jade.

Correspondence with Memorable Moments for rental items needed at the Wine Festival.

Coordinate with the Williamsburg Lawn Bowling Club for participation at the Wine Festival.

Create winery contract and distribute to participating wineries. *Attached

Develop marketing graphic for Clean Sweep (June 2, 2018)

Update Town website (Event Calendar) with information on an exhibit at the Sidney E. King Arts Center.

Coordinate with Local Services for port-o-john rented for Farmers Market vendors.

Farmers' Market Facebook posts

Weekly staff meetings on Monday's (1:00 p.m.)

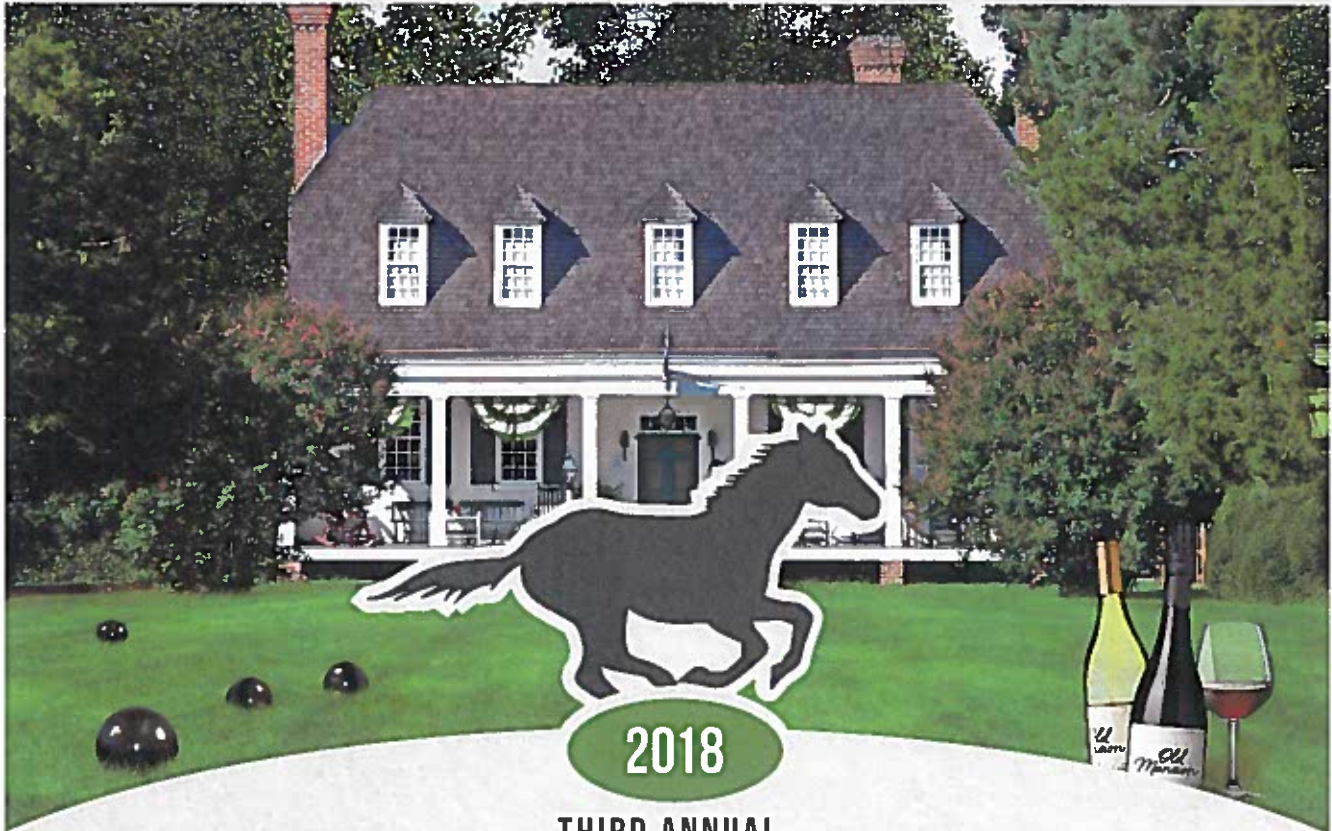
Town Council meeting on 3/1/18

Staff report

Heads Up Items:

To prepare a press release announcing licensing of the Town's Public Works & Utilities Department.

★ ★ ★ CELEBRATE BOWLING GREEN'S THOROUGHBRED HERITAGE ★ ★ ★



2018

THIRD ANNUAL

BOWLING *on the* GREEN

VIRGINIA WINE FESTIVAL

LIVE MUSIC • WINE • FOOD • CHILDREN'S ACTIVITIES • CRAFT BEER

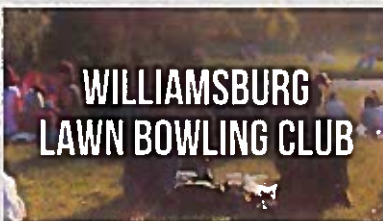
06.09.18

1:00 PM – 6:00 PM

ADVANCE TICKETS: \$20, \$25 AT THE GATE

IN SUPPORT OF CAROLINE COUNTY PUBLIC SCHOOLS EDUCATION FOUNDATION.
MUST BE 21 TO DRINK - I.D. REQUIRED.

200 S. MAIN STREET, BOWLING GREEN, VA 22427 • WWW.BOWLINGONTHEGREEN.COM



WILLIAMSBURG
LAWN BOWLING CLUB



THE
BAVARIAN CHEF



FREDERICKSBURG
BIG BAND

FEATURED
WINERIES:



CARET
CELLARS



MATTOPONI
WINERY



FEATURED
BREWERY:



Green, VA

Friends

with an Ongoing

Book will automatically
add your business to the
directory for the best
results. Reach up to 638
people a day in your local
community for \$2.

Started

Nearby

Education and reach
customers in your area

People Nearby

Website

People you care about to
see website



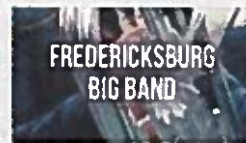
2018
THIRD ANNUAL
BOWLING *on the* GREEN
VIRGINIA WINE FESTIVAL

LIVE MUSIC • WINE • FOOD • CHILDREN'S ACTIVITIES • CRAFT BEER

06.09.18

1:00 PM – 6:00 PM
ADVANCE TICKETS: \$20, \$26 AT THE GATE
IN SUPPORT OF CAROLINE COUNTY PUBLIC SCHOOLS EDUCATION FOUNDATION
MUST BE 21 TO DRINK - I.D. REQUIRED

200 S. MAIN STREET, BOWLING GREEN, VA 22427 • WWW.BOWLINGONTHEGREEN.COM



3,726 people reached

Boost Post

Like

Comment

Share

Danique Masingill, Brittany Tignor and 50 others

Chronological





The Historic Town of **BOWLING GREEN** V I R G I N I A

The *Bowling on the Green Virginia Wine Festival* hosted by the Town of Bowling Green invites

_____ (referred to in the contract as "Your winery") to participate in our event Saturday, June 9, 2018, at The Old Mansion, located at 200 South Main Street, Bowling Green, VA 22427.

The purpose of this agreement is to secure our common understanding regarding the mutual responsibility between us and to be in compliance with all VA-ABC regulations.

The Town of Bowling Green agrees to hold the event and provide a space for your winery. The Town of Bowling Green holds a VA-ABC Banquet License for this event. Your Winery is responsible for obtaining a remote license from VA-ABC and to comply with all regulations enforced by VA-ABC.

Your Winery agrees to attend and provide an educational experience to the public with tastings, provide sales by the glass, bottle, or case. Under our personal VA-ABC license and your remote license, we mutually have the privilege to open wine bottles for on-site consumption.

The Town of Bowling Green must take a deposit of \$100.00 as a registration fee with the understanding that Your Winery will be reimbursed the \$100.00 fee based on the reasonable amount of wine poured at this event. If, however Your Winery fails to appear, it shall be non-refundable.

Please sign and mail this agreement with a check in the amount of \$100.00, payable to the Town of Bowling Green to:

The Town of Bowling Green
ATTN: Town Clerk
P.O. Box 468
Bowling Green, VA 22427

Winery Name: _____

Contact Person: _____

Signature: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____

Email: _____

Town of Bowling Green
Jo-Elsa Jordan, Events Coordinator

