



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

Prepared By: Jo-Elsa Jordan

Date: 2/26/18

Additional and/or Support Materials Attached: Yes

No X

Monthly Activities:

Facebook posts/promotion

Attend meeting with architect for façade improvements in the Bowling Green business district.

Attended meeting with Kyle Myer at the VA Department of Housing and Community Development on 2/16/18 to discuss grant opportunities available to the EDA and to learn about Virginia Main Street affiliation and designation; Compose summary of meeting for the February EDA meeting.

Create EDA meeting agenda

Revise EDA meeting minutes for January 2018 meeting

Provide minutes for EDA review/approval

Confirm the Fredericksburg Big Band for Bowling on the Green Virginia Wine Festival and USO Dance; Coordinate with contact person for contracts.

Recruiting wineries for participation at the 2018 Bowling on the Green Virginia Wine Festival.

Coordinate with graphic artist for marketing graphic for 2018 Bowling on the Green Virginia Wine Festival.

Vendor recruitment for food truck at the Bowling on the Green Virginia Wine Festival.

Researching local craft microbreweries for a beer option at the Bowling on the Green Virginia Wine Festival.

Develop content for updated website (www.bowlingonthegreen.com)

Update Farmers' Market 2018 registration form

Update town website calendar with Farmers' Market information and hours

Farmers' Market Facebook posts

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

Town Council meeting on 2/1/18

Staff report

Heads Up Items:

Working with Councilman Gibson to research food trucks in Bowling Green for the summer season.