

Orange Terrace Advisory Committee (OTAC) 2019/2020 POSSIBLE EVENTS

Event Name	Date/Time	Description of event	Special Event Permit (Y/N)	Estimated Attendance	Admission (if yes, where do proceeds go?)	Advisory Board Provides	City Resources	Fees	Recommendation
Monthly meetings	2nd Wed monthly Executive Mtg 6-7pm Cmty Mtg 7-8 pm	Monthly committee meetings that are open to the public where they discuss past and upcoming center events, voting in new board members.	No	10-15	n/a	Agenda & Minutes Publicity	Printing of Agenda and Minutes	\$250 deposit, \$25 processing \$35 hrly meeting room rate x 2hrs x 12 mos. = \$840. TOTAL \$1,115.00	Waive all fees. Event is during business hours.
Metrolink Trip - A day at Olivera St.	Tuesday, March 26, 2019 8:30am-5:30pm	Meet & Greet OTAC. Meet at Metrolink on Vine St in Riverside to travel to Union Station in Los Angeles. Possible opportunity drawing.	No	75	FREE Funds collected will assist in paying for non-profit status, sponsorship and future events.	Metrolink Tickets Opportunity drawing prize Publicity	NA	NA	NA
Paint Night	Friday, June 7, 2019 6-9pm	Meet & Greet OTAC, door prizes, snacks and drinks.	No	75	\$40 each per couple. Funds collected will assist in paying for non-profit application, cost recovery, sponsorship and future events.	Art Instructor Art Supplies Food/Drinks Flyer & Publicity Clean up Decorations	Tables & chairs PA system & 1 mic 2 Staff Use of Kitchen 2 carts	\$500 deposit, \$25 processing, 1/2 ballroom fee \$115 hrly x 3 hrs = \$345, \$18 staff fee x 3hrs x 2 staff = \$108, PA system \$125 TOTAL \$1,103.00	Waive all fees to allow OTAC to raise funds for 501c3. If additional hours are required, OTA will be responsible for additional staff fees.
National Night Out	Tuesday, August 6 5:30-8:30pm	Community event. PD, FD, PRCS&D OTAC collaborate. Free snacks (water, chips and cookies), music and performances.	No	100	FREE	Info Booths Publicity Clean up Flyer (PD provides) Giveaways Sound System	12 Umbrellas 4 Igloos w/ice 2 Ice chests w/ice 6 tables 12 Chairs 2 Carts 2 staff	\$250 deposit, \$25 processing \$87.50 hrly court yard rate x 3 hrs = \$262.50, \$18 staff fee x 3hrs x 2 staff = \$108 TOTAL \$645.50	Waive all fees. Event is during business hours. If additional hours are required, OTA will be responsible for additional staff fees.
Halloween Happenings	Thursday, October 31, 2019 10:30-11am & 4-5pm	OTAC to pass out candy to Preschool & ASP children.	No	100	FREE	Candy Clean up Decorations	tables & chairs 2 carts	NA	Event is during business hours. No charge.
Movie Night	Friday, December 6, 2019 5-9pm	Community event. Co-sponsor with PRCS&D, community will meet and greet with OTAC. PJ Night, crafts, snacks (hot cocoa, cookies, popcorn) and movie (Polar Express)	No	100	FREE Dinner meal might be sold (pizza/nachos/hot dog, chips & a drink). Funds collected will assist in paying for non-profit status, sponsorship and future events.	Food Game/craft booths Emcee Clean up Decorations Santa	Flyer & Publicity tables & chairs Sound system & 2 mics 2 Staff Use of Kitchen Popcorn, Hot dog, nacho machine 2 carts	\$500 deposit, \$25 processing fee, Full Ballroom \$175 hrly x 4 hrs = \$700, \$18 staff fee x 3 hrs x 2 staff = \$108, sound system \$125 TOTAL \$1,458.00	Waive all fees to allow OTAC to raise funds for 501c3. If additional hours are required, OTA will be responsible for additional staff fees.