

Local Venue Committee Report: August 11, 2010

Following the meeting in April work began in earnest to plan the opening ceremony for the festival. We will have a speaker with a short talk and a singer with 2 songs. We will march outside and have the Welsh Flag flown at the front of the hotel.

In May, the Oregon Historical Society offered an emigration and citizenship educational display. We had flyers about the festival, the local society and Bryn Seion Welsh Church there all month and on into the summer.

This information was also made available to Bryn Seion Welsh Church during their 75<sup>th</sup> annual Gymanfa Ganu, and to the Welsh Society of Portland for display at the Portland Scottish Highland Games in July.

Several Retirement centers were either personally contacted or contacted by e-mail in order to place information about the festival to their activities directors.

An article about the festival was written, submitted and published by the Celtic Corner, a newsletter publication in Vancouver B.C.

Proclamations from Oregon's Governor, and Portland's Mayor were sent to Dick Donohoe for the Program book. We were able to place ads in the Program book from the Welsh Society of Portland, Bryn Seion Welsh church and Americymru.

It became necessary to rent an extra piano to use for the informal singing and I hired a piano tuner who will be at the hotel on August 31<sup>st</sup>. The WSOP made a donation to the WNGGA to be used to pay for the rental and the tuning of all the pianos we will be using.

In early July it was "decided" by the hotel that they would not offer us a cash and carry area for quick grab and go meals. Only time will tell if this is a workable situation for us. We are down in numbers so it may not be a problem for people to use the hotel restaurant and their mini-snack bar. There are several restaurants and deli's near by if needed.

We spent some time traveling around Portland handing out flyers and materials to libraries, shops, current and possible vendors. The possible vendors seem to have other concerns on Labor Day weekend. We also sent flyers to the Puget Sound Welsh Association for their Highland games.

We spent a few hours at the hotel again trying out spaces for hanging of banners and sign placement. We made arrangements for a sign painter to paint the windows at the hotel which are facing the light rail line. This will be good advertisement for our event.

The InFamous Welsh cookie company is sending Welsh Cakes for the festival at no charge except for shipping costs. The Welsh Society of Portland will have a booth at the market place to pass out information to the public and to sell the Welsh Cakes that we ordered from InFamous. Since the cookie company is not coming to Portland we will be

selling their cakes as a fund raiser for ourselves and so that there will be some there for our attendees.

We have concentrated recently on the Welsh Dancing Seminar with a local band and Sian Frick calling and teaching dance. A local couple had volunteered to take the special tickets for this seminar and to handle the security of that venture. In the same vein, we are issuing special flyers and a coupon in our monthly newsletter for the WSOP for the Saturday night concert. We are also concentrating some of our local advertisement on the Choir to local churches and choirs. The flyers will go to them as an incentive to join us for the concert. We are issuing coupons in the amount of \$20.00 off the ticketed price. We will have a special table to sell tickets for the concert beginning at 5:00pm until 7:00pm. This will take some of the pressure off the registration table.

We will meet at the hotel about 2 weeks before the festival to plan the set up of the market place and tea room. At that time I will look at the flag pole situation for our flags needed on the stage, see about a room set up for making the centerpieces for our banquets and discuss any other last minute items.

On August 29<sup>th</sup> I have planned a special lunch meeting for volunteers in order to get them to the hotel and familiarize them with the facility.

I have received from Gerri Parry, a report on the Welsh In America Panels which will be placed in the Oregon Historical Society pavilion during NAFOW. This is a free spot in the lobby/gift shop area. This display may direct a few more people to the hotel events. The OHS is on the MAX light rail line in the free zone so will be easy to get to for our own people. This is a great opportunity for us to "get out of the hotel" and let locals know that we are in town and exist. The panels will be set up on Thursday, Sept. 2<sup>nd</sup> at 8am. They will be removed on Tuesday, the 7<sup>th</sup>. Gerri is working on an additional 2 panels about the Welsh in the Pacific Northwest, to add to those already being set up, that the Welsh Assembly Government is paying to have made. The text will be sent to Catrin Brace's designers so that they will be made up to look the same as the others in the set.

I am adding the phone number of the contact for Rodgers Organs. Apparently this company is the one we contact for a rental Organ anywhere in the United States and perhaps Canada. The contact person is Gary Kibble at 503-348-1104

## Local Venue Planning Committee Responsibilities

Portland Oregon 2010

### Tours

- Selection
- Schedule/time allotment
- Registration and payment
- Volunteer for check-in

### Organ and Piano Rental/tuning person

- Schedule delivery

### Hospitality/Travel Portland

### Market Place

- Coordinator

### Tea Room

- Cashier and monitors
- Hot water service/hotel
- Order Welsh Cakes from InFamous Welsh Cookie Co.
- Order Tea

### Opening Ceremony

- Separate sound system
- Podium
- Flag raising/outdoors

### Banquets: Menu selection

- Pre-concert banquet/Thurs. evening
- Grand Banquet
- Intercessional meal

- Volunteers for ticket taking
- Pre-banquet social hour/bar service
- Bar service/pre-concert: Saturday night

### Publicity

- Local advertising
  - Community Media hotline/local access channels
  - Celtic Connection newspaper article submitted and printed
  - Bronn Journey volunteered to send his contacts a post card reminder of his concert
- Pamphlets/flyers for local distribution
- “ “ “ sent to Puget Sound Association/others
- e-mail flyer sent to retirement centers.

### Local Seminars

- Welsh Dancing
  - Ticket sales
- Meteorite Seminar

### Seminars

- Volunteers needed as monitors

Hotel Liaison

Hotel room for local chairperson/on duty locals

Room allocation/scheduling: Gerri Parry and Alan Upshall

Informal singing (piano)

Pianist, directors? Have agreed to participate

Food service for breakfast and lunch: buffet offerings, grab and go service

A/V equipment: Stacy Evans

Banners and signs

Program Book

Gather welcome letters from State Governor, Local Mayor

Advertisements from Local vendors and business people

Welcome letter from Local Venue Chair

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