



Melody Paradise, Mayor
Russell Brewster, Mayor Pro Tem

AGENDA

TOWN COUNCIL

March 8, 2016

COUNCIL MEMBERS:

Fred Adair
Don Funderlic
Jane Barrett
Don Surratt

Matthew Fielder, City Manager

Special Session 6:30 p.m.
Council Chamber
1614 South Bowen Road

SPECIAL SESSION 6:30 P.M.

1. Discuss, direct, and consider action on the PantegoFest 2016 Festival.

ADJOURNMENT

CERTIFICATION

Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, March 4, 2016 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

Julie Arrington, City Secretary

Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in Town functions and activities. Auxiliary aids and services or accommodations should be requested forty-eight (48) hours prior to the scheduled starting time by calling the City Secretary's Office at (817) 548-5852.

Complete Council Agenda and background information are available for review at the City Secretary's Office and on the Town's website: www.townofpantego.com.





AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action on the PantegoFest 2016 Festival.

Date: March 8, 2016

PRESENTER:

Matt Fielder, City Manager

BACKGROUND:

At the February 28th meeting, the Council directed that the two event planners submit proposals for a revamped PantegoFest on March 4th for consideration at the special meeting on March 8th. Attached is the proposal from Holly Potter Harvey. Flair Events declined to submit a proposal, citing another opportunity that would require a commitment at that time.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff is at the direction of Council

ATTACHMENTS:

Holly Potter Harvey Proposal

Director's Review: _____
City Manager's Review: _____



Mission:

To celebrate the small town charm of Pantego with great music, art, entertainment and food. Encourage awareness of our town and increase commerce within our community.

Overview of Events:

Friday Night Kick-off Happy Hour

Friday night will be a BYOB event featuring a cover band. Stage, Sound, and Fencing will already be setup for the following day events, so only additional expense Friday night that we will incur is the band.

Saturday Steak Cook-Off and Texas Country Concert

(More detail can be found in Steak Cook-off portion of packet)

9:00 AM Steak cook-off Teams Arrive

10:00 AM PantegoFest Opens (Vendors, Saljos Patio, VIP Tent, Kids Area, DJ begins playing) – FREE

5:00 PM Steak Dinner is Served – approx. \$25 per plate

7:00 PM – Charge for Entry Set to Begin \$10 per person

Kid Zone Closes

7:45 PM Opening Band and Headliner are set to play

11:00 PM PantegoFest Closes

March 4th, 2016

Town of Pantego
1614 S Bowen Rd
Pantego, TX 76013

Description of Services

As a consultant my role includes:

- Unlimited consultations with you via telephone/email
- Assistance in budget determination and breakdown as needed
- Discussion of formatting, design, and layout
- Research and contract negotiation of professionals in each category that fit your event style and budget and to provide you with suggestions and guidance in making the final selections
- Attendance at unlimited vendor appointments of your choice
- Up to 5 hours a week of professional in-person consultation time throughout the planning process (not including the two weeks leading up to the event)

As Day of Festival Coordinator my duties include:

- Set-up of event and coordination of vendor delivery / teardown
- Development of a detailed timeline and floor plan for contracted vendors and bands
- Follow up telephone calls to all contracted vendors 1 – 2 weeks before day of the event
- On-site coordination and supervision at and during the festival
- At least one additional event manager, on site, the day of the event

As the client, you will rely on me to work as many hours as may be reasonably necessary to fulfill my obligations under this agreement.

Conditions

- I understand that my role will be that of advisor and coordinator. You will make the actual selections of service providers and I will implement those selections.
- You will make payments directly to the service providers/vendors and not to me. I do not accept any commissions from recommended vendors and cannot guarantee any service provider's performance or product.
- It is also your responsibility to notify me of any changes in a timely manner. I shall not be held liable for any changes made by you or your selected service providers.
- I will use my professional judgment when taking action in regard to changes, weather, tardiness, non-performance, etc. based on the situation, time limitations and/or your wishes.

Fees & Payment Schedule

For my services you will pay me a total of \$10,000. Payment will be made as follows:

A non-refundable retainer in the amount of \$2500 - upon signature of this letter of agreement

\$2500 due Six Weeks Prior to Scheduled Event

\$5000 due one week prior to scheduled event

Term/Termination

This agreement will terminate automatically upon completion of the services required by this letter of agreement.

Changes/Cancellations

Any changes made to this letter of agreement must be made in writing and signed by all parties. You may cancel this agreement, in writing, for any reason. If the event is canceled, refunds are limited to unearned fees, funds in excess of unused or non-refundable fees and out-of-pocket expenses. If you cancel less than [60] days before the event – there will be no refund.

Acts of God

If an act of God, such as a fire, flood, earthquake or other natural calamity shall cause you to cancel your event; I will require payment only for 50% of total billed amount.

	Expense	Revenue
Event Planner	(\$10,000)	
Entertainment/Bands		
Stage	(\$7,995)	
Electric for Stage	included	
Sound	included	
Lighting	included	
Bands	(\$30,000)	
Ticket Sales (based on 300 people after 7pm @ \$10 each)		\$3,000
Steak Cook-off		
Entry Fees (estimating 35 teams)		\$3,625
Prizes	(\$1,900)	
Gifts for Teams	(\$700)	
Plates Sold (estimating 250 @ \$25 each)		\$6,250
Cost of Steaks	(\$500)	
Catering for Sides	(\$500)	
Tent and Tables and Chairs for VIP	(\$2,500)	
Entry to VIP Tent (estimated with 100 people at \$10)		\$1,000
Logistics		
Rentals and Electric	(\$15,000)	
Tents	included	
Tables & Chairs	included	
Lights	included	
Fire Safety Package	included	
Fencing	included	
Porta Potties	(\$3,750)	
Republic		
Trash Disposal		
Recycling		
Kid Zone		
Inflatables	(\$1,600)	\$1,600
Face Painter	(\$1,800)	\$1,800
Marketing		
Ads/Radio	(\$4,000)	
Print Ads	(\$1,500)	
Sponsorship		
Steak Cook-Off Sponsors and VIP Tent		\$25,000
Concert Sponsors		\$10,000
Paid Vendors		
Vendors who pay for a booth		\$3,125
TOTAL EXPENSES	(\$81,745)	

TOTAL REVENUE

\$55,400

Total

(\$26,345)

Sponsor Information

Opportunities

PREMIER PARTNER Sponsorship - \$5,000

- 20 complimentary dinner tickets (\$500 value)*
- Complimentary "Backyard Boys" team entry (\$300 value)*
- Complimentary vendor booth space (\$150 value)*
- Event signage recognition
- Print media ad recognition
- Sponsor gift bag and recognition plaque
- Website link on every page of the website
- MC acknowledgement
- 4 event T-shirts
- Event Parking Pass
- 10 VIP Tent Passes

ENTERTAINMENT STAGE Sponsorship - \$2,500

- 12 complimentary dinner tickets (\$300 value)*
- Complimentary "Backyard Boys" team entry (\$300 value)*
- Logo on event day signage/banners
- Sponsor recognition plaque
- Recognition on official website and link if desired
- MC acknowledgement and print media ad recognition
- Event Parking Pass
- 5 VIP Tent Passes

BANNER Sponsorship - \$1,000

- 6 complimentary dinner tickets (\$150 value)*
- Logo signage on stage banner
- Print media ad recognition
- Sponsor recognition plaque
- Recognition on official website and link if desired
- MC acknowledgement

Welcome to the 5 Annual PantegoFest and Steak Cookoff

We will have two categories of competitors: Backyard Boys (and girls) and Greek Grillers.

The Backyard Boys Competition is open to amateur teams who believe the steaks they grill in their backyards are the best around. This division will be limited to teams of Backyard Cooks that must bring their own grills and fuel (Charcoal, wood, and gas are all allowed). We will supply the steaks. Teams will have a 12X12 area that they can decorate, theme, or fill in any manor they choose.

The Backyard Boys (and girls) compete for a Grand Prize of \$1000; Second Place wins \$500; Third Place wins \$250. Throughout the day the public is invited to interact with the Chefs and learn their secrets. At dinner time attendees will choose a Backyard Boy (or girl) to prepare their steak.

In addition to the Backyard Boys (and girls) We will be having a Greek Grillers division. The Greek Grillers will be teams of Fraternities and Sororities and will be competing for Pride and trophies as well as raising money for Bikes for Mission Arlington.

<http://www.bikesformissionarlington.org/>

All registered teams, may enter one entry in our Appetizers Competition - The term appetizer will be loosely interpreted. If it's on a plate with 6 servings (bites) it will be judged. Just remember the judges will be looking for their idea of an Appetizer! Grand prize will be awarded \$150.

We look forward to seeing all of our cooks and their friends in September!

PANTEGOFEST AND STEAK COOKOFF

SCHEDULE

- **TEAMS ARRIVE AND SET UP THEIR AREAS.**
- **10 AM COOK'S MEETING**
- **10AM PANTEGOFEST OPENS**
- **11 AM HOURS D'OEUVRES SUBMITTED TO THE JUDGES TABLE**
- **12 PM GROUP ONE STEAK TURN IN**
- **1PM GROUP TWO TURN IN**
- **2PM GREEK TURN IN**
- **3:00PM FINALISTS WILL BE ANNOUNCED. GROUPS WILL HAVE 30 MINUTES TO SELECT AND COOK THEIR STEAKS.**
- **3:30PM FINALISTS TURN IN**
- **5PM SERVING LINES OPEN**
- **7:00PM AWARDS**
- **7:00PM VENDOR AND BACKYARD CHEF TEAR DOWN**
- **7:45PM – 9:00 BAND**
- **9:30-11 PM HEAD LINER BAND.**
- **11 PM PANTEGOFEST CLOSSES**

Cooks Information

Any person who owns or partially owns a restaurant or catering business, and/or is a professional/executive chef, **CANNOT ENTER** as a backyard chef.

General Information

- Each cook will receive a space measuring 20ft x 10ft.
- All teams will receive four PantegoFest and Steak Cookoff tickets, two free official PantegoFest and Steak Cookoff aprons and two official PantegoFest and Steak Cookoff caps with their entry fee.
- Spaces will be assigned on a first come, first served basis. If you wish to be next to another Team please let us know the teams names and we will do all we can to accommodate your request.
- All Cooks are expected to participate in our sample program. In order to encourage interaction with the teams, all team should be prepared to provide 100 samples for our other guests. A sample may be a bite, small portion, or entire appetizer. Examples (small ear of corn, 1 Stuffed jalapeno, Bite of chicken, steak or other meat) Something for you to share with the crowd to show you talents.

Number of Steaks you will cook

- Top 10 hands from 2015 will be asked to cook for the public first.
- Each cook must be prepared to cook up to 50 steaks on the day of the Texas Steak Cookoff.

Entry Fee

If received by July 1st	\$225
After July 1st	\$275

Rules

We are an all-volunteer organization doing our very best to make this exciting and fun event a reality! We are committed to making this an exciting and fun event. We ask you to be a good sport and be an ambassador for the event and your team. We hope you have a great time and make many new friends while you compete and cook for the ticket holders. Before submitting your application, please read the Cooks Rules.

Chef Rules Sheet

Saturday September 24th 2016 | 10am- 7pm | Rain or Shine

Thank you for being a part of this year's Pantegofest and Steak Cookoff! We appreciate your participation!

We are an all-volunteer organization doing our very best to make this exciting and fun event a reality. We ask you to be a good sport and be an ambassador for the event and your team. We hope you have a great time and make many new friends while you compete and cook for the ticket holders.

- Each team will be able to choose 2 steaks at the 9:00am cooks meeting (bring your own containers).
- Cooks may cook only the meat provided by the cookoff. Any cook submitting "outside meat" will be disqualified. The steaks will be rib-eyes provided by PantegoFest and Steak Cookoff.
- Each cooking team may use any type of fuel. (wood, charcoal, propane, etc)
- Steaks will be judged with regard to taste, appearance, texture, and tenderness.
- Each team is required to have access to a fire extinguisher.
- All Cooks are expected to participate in our sample program. In order to encourage interaction with the teams, all team should be prepared to provide 100 samples for our other guests. A sample may be a bite, small portion, or entire appetizer. Examples (small ear of corn, 1 Stuffed jalapeno, Bite of chicken, steak or other meat) Something for you to share with the crowd to show you talents.
- The entire field will be judged by FIVE judge's pre group (total of 3 groups). Each group will identify their top 6 and that is how the top 12 are determined.
- The Top 12 steaks will be judged against each other to pick the winners placing 1st thru 5th. The top 12 chefs will pick their 2 steaks for the final round.
- Competition steaks will be submitted in provided boxes. Any markings on the steaks will disqualify the team.
- Turn-in time will be specific, no steaks will be judged if submitted after turn-in time. The turn in times will be announced at the cookers meeting Saturday morning.
- There will be no unauthorized vending from your team cooking space. You may arrange a special agreement for an additional cost.
- Appetizers must be submitted at 11:00am at the judging station. You may cook anything you would like! Remember the judges are expecting an Appetizer, but anything is acceptable. You must submit at least 6 samples. One entry per registered team! Greeks are welcome to participate in this competition.
- Set up by 9:00am on the day of the event is mandatory: You may set up Friday Evening after 5:00pm. There will bands Friday night and you are encouraged to come early and enjoy the entertainment.
- All vehicles must be out of the event area by 9:00am Saturday morning.
- No ATV's or golf carts allowed in the event area after 9:00am except event staff vehicles.

There will be a mandatory cooks' meeting at 9:00am on Saturday in front of the stage. All additional questions and information will be handled at that time. You will not be eligible to cook if you are not at the meeting.

All announcements will be made at the stage.

- Judges' ruling and selection will be final. Period.
- Other conditions not relating to how to prepare your entry will be discussed at the cooks' meeting mentioned above.
- You will receive a timeline of events on the day of the cookoff.

Team Name_____

Sponsor (not required)_____

Head Cook_____

Address_____

City_____ State_____ Zip_____

Phone_____

Email_____

Member_____ Member_____.

Member_____ Member_____

Member_____ Member_____

Entry Fee & Cook Agreement

There will be a MANDATORY COOKS MEETING Saturday September 24th at 9 A.M. Also, don't forget to ask about the Appetizers competition.

By submitting this application:

- I also agree to attend the MANDATORY COOKS MEETING on Saturday May 21st.
- I have read and agree to abide by the Backyard Chef Rules.
- I understand there are no refunds for any reason.

PantegoFest and Steak Cook-off Committee or the Town of Pantego will not be held liable for injury, theft, loss or damage to an exhibitor's product and/or material used in display or any other manner. By participating in the 2016 PantegoFest and Steak Cookoff, you and your team members authorize PantegoFest and Steak Cook-off Committee or the Town of Pantego to use your name and likeness, including images, in any advertising or marketing media for PantegoFest and Steak Cook-off Committee or the Town of Pantego