

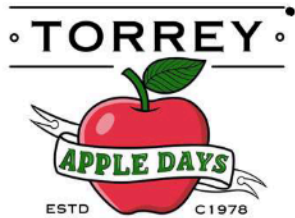


Apple Days Review

The purpose of this postmortem is to evaluate Apple Days. The goal is to identify what worked, what didn't, what we learned, and most importantly, what we will do differently next year.

Apple Days needs to be easier, stronger, more sustainable, and enjoyable for the community and the people who make it happen.

How do we want to move forward with Apple Days?



Administrative Duties

Permits/Forms

- UDOT
 - Apply and post parade permit
 - Provide and archive participant waivers (waivers must be from the current year's permit)
 - Close and open Hwy 24
- Wayne County Special Event Permit
- Special Event Utah State Tax Commission
 - All vendors must be listed on this form
- **Organize Safety and Road Closures**
 - Wayne County Fire Department
 - Wayne County Sherriff Department
 - Volunteers
- **Marketing**
 - Advertising
 - Schedule posters
 - Activity signs
 - Sponsorship banners
 - Torrey Website
- **Design and edit online Forms**
 - Parade entry
- Vendor application & payment
- Run entry & payment
- Donation payment
- **Volunteer Coordination**
 - Recruit & train volunteers
 - Assignments
- Order bounce houses, Nerf Wars, popcorn machine, snow cone machine & supplies, possible paid volunteers
- **Donation Solicitation**
 - This year's activities sponsorship
 - Town dinner
 - Dance
 - BINGO
- Prizes solicitation/purchasing
- Organize entries/tee shirts/spread sheet for the run
- Tee shirt design/purchase
- Organize cash box distribution
- Oversee all aspects of Apple Days
 - Volunteers & Committee meetings



Friday

Community Dinner – Mayor, council, staff

- Costs – Cougar Ridge
- Volunteers: Town Council, staff and 3 additional volunteers
- Logistics
 - Order food
 - Picking food up
 - Cooking and set-up
 - Serving
 - Clean-up

- 2 volunteers

- Organize
- Set up
- Advertise

Star Party – Torrey Dark Skies

- Advertise
- Safety Lights
- Provided volunteers
- Liability Insurance



Saturday

Youth Breakfast – LDS Church

Access to pavilion

Run for the Big Apple

- 2 Volunteers
 - Table set up, In-person entry forms
 - Organize runners
 - Cash box, Tee shirts

Parade

- Grand Marshal & Torrey Citizen/s of the Year
- 8 Volunteers
 - 1-2 Administrators
 - Online parade entries
 - Organize parade line-up

- Call participants when needed
- Gather UDOT waivers
- Purchase candy for Torrey Town float
- Gather or make signs for Grand Marshal & Citizens of the Year

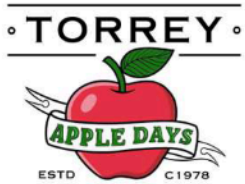
- 6+ Line-up in the street with safety vests
- 1 Announcer, 1 Street safety

Apple Derby

- 5 Volunteers
 - 2 Administrators to run the derby
 - Set up numbered apple sell book at Chuckwagon with prizes

listed/cash box/Venmo QR code

- Count apples – make sure the number matches the amount sold
- Put apples into canal
- Announce winners
- Hand out prizes/call winners
- 3 Set up screen in canal and push apples



Saturday

CCAW Yard Sale – CCAW volunteers

- Advertise

Market/Food Vendor - \$50 fee

- 4 Volunteers
 - 1 Administrator
 - Organize vendors and booth set-up
 - 2 morning volunteers to assist vendors
 - 1 Torrey tent supervisor/First Aid/Information
 - Cash box

Volleyball/Cornhole – Wayne County School Senior Class

- Advertise

Car Show – Richard Braaten

- Advertise
- Signs

Bounce Houses/Nerf Wars – These companies request final payment the day of.

- Cash box for snow cones and popcorn
- Possible to hire volunteers for carnival through bounce house company

Carnival 11-1:30PM

- 8 Volunteers
 - 1 Administrator
 - Order wristbands
 - Order prizes
 - 2 for wristband sales
 - 5+ for set-up and running games

Bingo

- Paid caller \$300 past two years
- 1 Volunteer
 - Sell BINGO cards/tidy pavilion

- Cash box
- Solicit/purchase prizes

Dance – Town Park

- 4 Volunteers
 - 1 Administrator
 - Hire band
 - Hire lights to be put up
 - 2-3 Security volunteers

Fireworks

- Order, pick up and transport, confirm pyrotechnician, display, volunteers

Logistics

- Dustin comment time
- What works/needs to change

◦ TORREY ◦



Issues to be considered

- Volunteers: lack thereof, can't be held accountable, spread too thinly, people took on assignments and didn't follow through
- Committees: needs more organization, need checks & balances
- Leadership: when a decision is made, it needs to be supported by Town Council members/staff
- Communication: "too many cooks in the kitchen": all questions need to follow chain-of-command: Parade road closures, everyone needs to trust the decision-making process and procedures for each activity
- Prizes: too many and too complicated
- Scope of event: is it too large for Torrey to handle? What if any activities need to be eliminated?
- Office Support: use of on-line forms, financial: reports/processes
- Sponsors: determine what is needed vs. what the town is willing to support