



**Events Committee
Meeting Agenda
November 7, 2024 3:30 PM
Ben Robertson Community Center**

The Committee includes members of every department impacted by a special event, and will meet to discuss event scheduling, staffing, and budgeting. This is so that departments can coordinate their efforts, enhance communication, determine publicity requirements, anticipate issues, and address concerns. The Committee will also make recommendations for event improvement to facilitate maximum benefit to Kennesaw citizens and visitors.

Representatives are from the following departments/organizations: Building Services; Building Maintenance; City Manager; Communications; Economic Development; Kennesaw Downtown Development Authority; Parks & Recreation; Police; Public Works; Smith-Gilbert Gardens; Southern Museum. Each entity has one vote.

If a citizen needs special accommodation to attend or participate in a meeting, please contact the Committee Chair at least 24 hours in advance of the specific meeting.

Chair: Marty Hughes; Vice-Chair: Ricky Stewart; and Secretary: Christie Burgner

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Approval of the October 3, 2024, meeting minutes
- 3. Announcements/ Public Comment**
- 4. Old Business**
 - A. **Review: Taste of Kennesaw**
 - B. **November 9 - Kennesaw Concert Series**
G Clef and the Playlist and the Georgia Symphony Orchestra Jazz Ensemble
- 5. New Business**
 - A. **November 15/16 & 22/23- Smith-Gilbert Garden**
Children's Play in partnership with KSU at Swift Cantrell Park

- B. **December 7 – A Day with Santa**
Annual Parade & Festival
- C. **2025 Calendar**
Review of Events

6. Adjourn

**MINUTES OF EVENTS COMMITTEE MEETING
CITY OF KENNESAW
Ben Robertson Community Center
October 3, 2024
3:30 PM**

1. Call to Order / Roll Call

Vice-Chair Ricky Stewart called the meeting to order at 3:33 p.m. Committee members present: Parks & Recreation (Bill McNair & Elizabeth Weaver), Police (Kevin Mitchell & Rick Shumpert), Public Works (Dave Wilson), Communications (Becca Graham & Rachel Mikell), Building Maintenance (Robbie Balenger), Economic Development (Tanyel Aviles). Guests included Bill Watson and Casey Miller from JRM Management.

2. Approval of the Meeting Minutes

Robbie Balenger moved to approve the September Events Committee Meeting minutes. Rick Shumpert seconded the motion. There was no discussion. Motion was approved unanimously.

3. Announcements/ Public Comment

There was no Public Comment.

4. Old Business

There was no Old Business.

5. New Business

A. CoK Document Shredding Event on 26 October

Public Works Director Ricky Stewart presented information for the October 26th Document Shredding Event.

*Set up to begin at 10am *Clean up by 3pm *Event will be from 11am-2pm.

*Event will be held in the parking lot at Swift Cantrell on the splash pad side.

*There should be no overlap from the Nightmare on Main Street 5k.

*Event to be held by Public Works and local ROTC.

*Trash cans will be supplied in-house.

Kevin Mitchell moved to approve the Document Shredding Event. Becca Graham seconded the motion. There was no discussion. Motion was approved unanimously.

B. Taste of Kennesaw by Kennesaw Business Association on 2 November

Bill Watson with JRM Management presented information for the November 2nd Taste of Kennesaw by Kennesaw Business Association.

*Set up to begin November 1st at 11pm *Clean up to be complete by midnight on November 2nd.

*Event to take place on Main Street from Lewis Street to past Horned Owl.

- *TV set up in a parking lot across from 1885 Grill.
- *Trucks will be used to block the ends of the road.
- *JRM will apply for the necessary Fire Marshal permit.
- *Let JRM know if the Museum or Police Department wants a booth.
- *JRM will provide a certificate of insurance.

Mr. Stewart inquired as to when the road closures would be presented to Council. Mr. Watson advised he would discuss it with Marty Hughes. By October 9th, the road closures should be placed on the October 14th Work Session agenda.

*JRM will send notifications to downtown businesses regarding the event.

Dave Wilson inquired about parking. Mr. Watson advised that the Moon Station parking lot would be used for handicap parking.

Kevin Mitchell moved to approve the Taste of Kennesaw event contingent upon Mayor and Council approval for the road closures. Bill McNair seconded the motion. There was no further discussion. Motion was approved unanimously.

6. Adjourn

Rick Shumpert moved to adjourn the meeting at 4:43 p.m. Robbie Balenger seconded the motion. There was no discussion. Motion was approved unanimously.



Item Report

TO:

FROM:

DATE: November 7, 2024

TITLE: Review: Taste of Kennesaw

Summary:

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO:

FROM:

DATE: November 7, 2024

TITLE: **November 9 - Kennesaw Concert Series**
G Clef and the Playlist and the Georgia Symphony Orchestra Jazz Ensemble

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO:

FROM:

DATE: November 7, 2024

TITLE: **November 15/16 & 22/23- Smith-Gilbert Garden**
Children's Play in partnership with KSU at Swift Cantrell Park

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO:

FROM:

DATE: November 7, 2024

TITLE: December 7 – A Day with Santa
Annual Parade & Festival

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO:

FROM:

DATE: November 7, 2024

TITLE: **2025 Calendar**
Review of Events

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2025 Kenn City Cemetery Events
2. 2025 SGG Progrmas & Events
3. 2025 Economic Development Events
4. 2025 Museum Programs and Events

Kennesaw City Cemetery

Memorial Day Flag Placement

Kennesaw Mountain Chapter, Daughters of the American Revolution

Sunday, May 18, 2025 @ 10:00 a.m.

Decoration Day

Cemetery Preservation Commission

Saturday, May 3, 2025 @ 9:00 a.m. – 12:00 p.m.

Clean Up Day

Cemetery Preservation Commission

Saturday, October 4, 2025 @ 9:00 a.m. – 12:00 p.m.

Life in the Cemetery

Cemetery Preservation Foundation and Cemetery Preservation Commission

Thursday, October 23 – Sunday, October 26, 2025 @ 6:00 p.m. – 8:30 p.m.

Veterans Day Flags and Poppies

Kennesaw Mountain Chapter, Daughters of the American Revolution

Sunday, November 2, 2025 @ 10:00 a.m.

Wreaths Across America

Kennesaw Mountain Chapter, Daughters of the American Revolution

Saturday, December 20, 2025 @ 12:00 p.m. – 2:00 p.m.

2025 Events for Smith-Gilbert Gardens

Special Events

Art Hatch: April 19

- Art-themed festival with egg hunt through the Gardens. Activities also include music, food and art vendors.

Spring Plant Sale: April 26

Pollinator Palooza: May 31

- Festival to mark the start of “A Garden with Wings” butterfly exhibit. Event will feature a variety of booths including art, crafts, and community partners focused on pollinator conservation.

Music & Monarchs: June 14

- 3rd annual Garden concert celebrating the Butterfly Exhibit

Fall Tree & Shrub Sale: October 25

Harvest Festival: November 1

- Celebrating fall and the various fruits and vegetables grown in the Garden

KSU Fall Theatre Performance: November (Date TBD)

- Annual partnered program produced by KSU Theatre & Performance Studies Department.

Evening Hours Garden Holiday Event (title TBD): December 5,6, 12,13

Date	Event Name
Jan 29	Business Networking Event
Feb 26	Business Networking Event
Mar 26	Business Networking Event
April 30	Job Fair
May 5	Farmers Market
May 12	Farmers Market
May 19	Farmers Market
May 28	Business Networking Event
June 2	Farmers Market
June 9	Farmers Market
June 16	Farmers Market
June 23	Farmers Market
June 25	Business Networking Event
June 30	Farmers Market
July 7	Farmers Market
July 14	Farmers Market
July 21	Farmers Market
July 28	Farmers Market
July 30	Business Networking Event
Aug 4	Farmers Market
Aug 11	Farmers Market
Aug 18	Farmers Market
Aug 25	Farmers Market
Aug 27	Business Networking Event
Sept 17	Business Wellness Fair
Sept 24	Business Networking Event
Oct 24	Candy Crawl
Oct 29	Business Networking Event
Nov 7	Holiday Market VIP night
Nov 8	Holiday Market
Nov 26	Business Networking Event

TBD	First Friday
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TBD	KDDA Beer Festival
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Location

TBD

TBD

TBD

Recreation Center

Moon Station Parking Lot

Moon Station Parking Lot

Moon Station Parking Lot

TBD

Moon Station Parking Lot

Moon Station Parking Lot

Moon Station Parking Lot

Moon Station Parking Lot

TBD

Moon Station Parking Lot

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Moon Station Parking Lot

Moon Station Parking Lot

TBD

Moon Station Parking Lot

Moon Station Parking Lot

Moon Station Parking Lot

Moon Station Parking Lot

TBD

Ben Robertson Community Center

TBD

Depot Park (trail area and parking lot)

TBD

Ben Robertson Community Center

Ben Robertson Community Center

TBD

TBD

TBD

Notes

Monthly; last Weds of month, hosted at local businesses

Monthly; last Weds of month, hosted at local businesses

Monthly; last Weds of month, hosted at local businesses

Date tentative; may shift into May

Opening day; weekly through end of August

Monthly; last Weds of month, hosted at local businesses

Monthly; last Weds of month, hosted at local businesses

Monthly; last Weds of month, hosted at local businesses

Monthly; last Weds of month, hosted at local businesses

Hosted in partership with Greater Wealth Works

Monthly; last Weds of month, hosted at local businesses

Trick-or-Treat with merchants; family fest in park

Monthly; last Weds of month, hosted at local businesses

ticketed event

open to the public

Monthly; last Weds of month, hosted at local businesses

We are exploring other options for First Friday and will have recommendations within the next month (but it will NOT be a concert at the amphitheater)

KDDA is exploring options for a signature event; may or may not change from "drinks" event

2025 Programs and Events The Southern Museum

January

8: Homeschool Workshop 10:00am – 1:00pm
9: Mommy & Me 9:30am – 12:30pm
11: Adult Speaker Series
16: Mommy & Me 9:30am – 12:30pm
25: SR X-372 Caboose Ribbon Cutting 9:00am – 9:30am
25-26: *Trains, Trains, Trains!* 9:30am – 5:00pm
28: Sensory Friendly Afternoon 2:00 – 5:00pm
30: Mommy & Me 9:30am – 12:30pm

February

****Each Saturday in February we will have an education table or guest speaker for African American History Month (1, 8, 15, 22)**
4-6: Potential host site: GA Assoc of Museums Conference luncheon/workshops (GAM pays)
6: Mommy & Me 9:30am – 12:30pm
8: Adult Speaker Series
12: Homeschool Workshop 10:00am – 1:00pm
13: Mommy & Me 9:30am – 12:30pm
18: Winter Break Activities 10:00am – 12:00pm
19: Winter Break Activities 10:00am – 12:00pm
20: Mommy & Me 9:30am – 12:30pm
21: Winter Break Activities 10:00am – 12:00pm
22: Stay & Play Saturday 9:30am – 12:30pm
25: Sensory Friendly Afternoon 2:00 – 5:00pm
27: Mommy & Me 9:30am – 12:30pm

March

****Each Saturday in March we will have an education table or guest speaker for Women's History Month (1, 8, 15, 22, 29)**
6: Mommy & Me 9:30am – 12:30pm
8: Adult Speaker Series
12: Homeschool Workshop 10:00am – 1:00pm
13: Mommy & Me 9:30am – 12:30pm
20: Mommy & Me 9:30am – 12:30pm
22: Stay & Play Saturday 9:30am – 12:30pm
25: Sensory Friendly Afternoon 2:00 – 5:00pm
27: Mommy & Me 9:30am – 12:30pm

April

3: Mommy & Me 9:30am – 12:30pm
8: Spring Break Activities 10:00am – 12:00pm
9: Spring Break Activities 10:00am – 12:00pm
10: Mommy & Me 9:30am – 12:30pm
11: Spring Break Activities 10am – 12:00pm
16: Homeschool Workshop 10:00am – 1:00pm
17: Mommy & Me 9:30am – 12:30pm
24: Mommy & Me 9:30am – 12:30pm

26: Stay & Play Saturday 9:30am – 12:30pm
29: Sensory Friendly Afternoon 2:00 – 5:00pm

May

1: Mommy & Me 9:30am – 12:30pm
8: Mommy & Me 9:30am – 12:30pm
10: Adult Speaker Series
14: Homeschool Workshop 10:00am – 1:00pm
15: Mommy & Me 9:30am – 12:30pm
22: Mommy & Me 9:30am – 12:30pm
24: Stay & Play Saturday 9:30am – 12:30pm
27: Sensory Friendly Afternoon 2:00 – 5:00pm
29: Mommy & Me 9:30am – 12:30pm

June

5: Mommy & Me 9:30am – 12:30pm
7: Civil War History Day/Adult Speaker Series 9:30am – 5:00pm
10-13: Summer Camp 9:30am – 12:30pm
19: Mommy & Me 9:30am – 12:30pm
24: Sensory Friendly Afternoon 2:00 – 5:00pm
26: Mommy & Me 9:30am – 12:30pm
28: Stay & Play Saturday 9:30am – 12:30pm

July

3: Southern Spirits 7:00 – 10:00pm
8-11: Summer Camp 9:30am – 12:30pm
12: Adult Speaker Series
17: Mommy & Me 9:30am – 12:30pm
26: Railroad Rendezvous 9:30am – 5:00pm
29: Sensory Friendly Afternoon 2:00 – 5:00pm
31: Mommy & Me 9:30am – 12:30pm

August

7: Mommy & Me 9:30am – 12:30pm
9: Adult Speaker Series
13: Homeschool Workshop 10:00am – 1:00pm
14: Mommy & Me 9:30am – 12:30pm
21: Mommy & Me 9:30am – 12:30pm
23: Stay & Play Saturday 9:30am – 12:30pm
26: Sensory Friendly Afternoon 2:00 – 5:00pm
28: Mommy & Me 9:30am – 12:30pm

September

4: Mommy & Me 9:30am – 12:30pm
10: Homeschool Workshop 10:00am – 1:00pm
11: Mommy & Me 9:30am – 12:30pm
13: Adult Speaker Series
18: Mommy & Me 9:30am – 12:30pm
23: Fall Break Activities 10:00am – 12:00pm
24: Fall Break Activities 10:00am – 12:00pm
25: Mommy & Me 9:30am – 12:30pm

- 26: Fall Break Activities 10:00am – 12:00pm
- 27: Stay & Play Saturday 9:30am – 12:30pm
- 30: Sensory Friendly Afternoon 2:00 – 5:00pm

October

- 2: Mommy & Me 9:30am – 12:30pm
- 8: Homeschool Workshop 10:00am – 1:00pm
- 9: Mommy & Me 9:30am – 12:30pm
- 11: Adult Speaker Series
- 16: Mommy & Me 9:30am – 12:30pm
- 23: Mommy & Me 9:30am – 12:30pm
- 25: Stay & Play Saturday 9:30am – 12:30pm
- 28: Sensory Friendly Afternoon 2:00 – 5:00pm
- 30: Mommy & Me 9:30am – 12:30pm

November

- 6: Mommy & Me 9:30am – 12:30pm
- 8: Adult Speaker Series
- 12: Homeschool Workshop 10:00am – 1:00pm
- 13: Mommy & Me 9:30am – 12:30pm
- 20: Mommy & Me 9:30am – 12:30pm
- 22: Stay & Play Saturday 9:30am – 12:30pm
- 25: Sensory Friendly Afternoon 2:00 – 5:00pm

December

- 4: Mommy & Me 9:30am – 12:30pm
- 10: Homeschool Workshop 10:00am – 1:00pm
- 11: Mommy & Me 9:30am – 12:30pm
- 13: All Aboard for Holiday Fun 9:30am – 5:30pm
- 18: Mommy & Me 9:30am – 12:30pm