



JCHS BAND BOOSTERS, INC.

91-980 North Road, Ewa Beach, HI 96706

campbellbandparent@gmail.com | www.jchsbandboosters.com

**James Campbell High School Band Boosters
Virtual Christmas Craft Fair Meeting**

Tuesday, November 3, 2020 6:30pm.

Via Webex

Present: Barbara Valona, Band Support Lisa Andrade, Parent Member
 Abby Rosacia, Treasurer Nancy Lord, Secretary

Barb provided the sample letter to enlist vendors to members. Lisa will design an entry form that describes process and explains shipping method (vendors must handle shipping) and she will to attach this to the letter and send out to vendors.

Discussed with Abby that we will convert the existing fundraising Facebook and Instagram Pages to JCHS Band Booster pages, change names, but keep previous posts accessible. Would like Abby to add a “coming soon” post on accounts.

Discussed handling the donation products shopping procedures. When customers want to purchase donated items, they must message thru Instagram and include name, shipping address, phone, and email address. Lisa and her daughter, Emma will monitor when a product has been sold and inform Abby. Abby will then issue a PayPal invoice, in which the customer has 24 hrs to pay, or it will go to the next interested person. We could suggest customers comment “Go Sabers” or something catchy on IG when purchasing. Abby will forward username and passwords for social media accounts to Lisa so that she can monitor and reply on activity, and promote different vendors and products. We will be sure to make note on sites that 100% of all proceeds go towards the band. Our website will show vendor’s logo and website or IG link.

Letter and Entry Form will go out this week. Barb will send out sample letter to all board members for review this evening. Abby will send out notice to board members when website is created. Need to share Facebook and IG info with participating vendors, so they can promote it also.

Lisa will inform Barb when she is available to meet next week and then another meeting will be scheduled.

Vendor Letter is attached below.



JCHS BAND BOOSTERS, INC.
91-980 North Road, Ewa Beach, HI 96706

November 3, 2020

Vendor Name & Address?

Dear Vendor,

You are invited to participate in the second annual James Campbell High School Band Holiday Craft Fair. Due to our recent times and COVID 19 restrictions, our craft fair will be virtual this year. The start date of the virtual craft fair will be November 21, 2020 and will run through December 11, 2020.

It is extremely important to us that we are able to support our local small business community in these unprecedented times. It is for this reason we reduced the vendor participation fee to \$20 and there is no required donation to the Band. As a participating vendor, your company's logo and website or Instagram page will be posted on our JCHS Band Booster Holiday Craft Fair website page. The Virtual craft Fair event will be advertised on our Band Booster Facebook and Instagram page. We will have a daily posting with a featured vendor everyday of the event.

We are very excited to be able to continue on with our annual Holiday Craft Fair and be able to support our local small businesses. Additional vendor participation details can be found on the Entry form. We look forward to ringing in this year's holiday season with you.

If you should have any questions you can email

Sincerely yours,

The JCHS Band Boosters

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