

QUITTAPAHILLA WATERSHED ASSOCIATION

Meeting Minutes

Community Room, Annville Free Library, and remotely on Zoom

Tuesday, May 19, 2026

Present: Michael Schroeder (President), Bill Bauersfeld, Alexis Biondi, Bob Connell, Joseph Connor, Karen Feather, Tim Greene, Bryan Hoffman, Katie Hollen (LCCD), Kara Lubold (LCCD), Bill Osburn

The meeting opened at 7:00 PM

1. **Minutes.** The minutes of the April 21, 2026, meeting were circulated electronically before the meeting and approved by consensus. They are housed with all other extant QWA meeting minutes on the Meetings & Minutes page of our QWA website, at <https://www.quittiecreek.org/calendar.html>

2. Monitoring Program

A. Fieldwork updates. Katie reported that she expect to schedule our routine fieldwork in June.

B. Equipment updates

- 1) **Solinst Sensors.** Bob reported that four of our five Solinst sensors are working well, but the sensor at Q1 is not transmitting despite installing an antenna last month. He will inspect the sensor again and contact Solinst tech support.
- 2) **YSI Sondes.** Katie reported that the pH sensor on our sonde needs replacing. Mike said we have sufficient funds in our bank account to purchase a new one. Katie will send the product info to Mike for purchase. Discussion was held on the possibility of securing grant funding for a new sonde. Kara suggested the Marcellus Shale grant funds. Joseph noted that Doc Fritchey Trout Unlimited might have funds for a new sonde and suggested we email him and Willy Bixler with our equipment needs. Katie suggested using the sondes we have and just replacing the faulty pH sensor.
- 3) **Supplies.** Kara reported that she picked up various supplies from the DEP lab in Harrisburg.
- 4) **ISCO auto-samplers.** No updates.

C. Data management updates

- 1) **Workshops on using qGIS.** Bob reported that he still expects to hold our fifth workshop in the fall, focusing on using qGIS to build a webpage. All the study materials can be found at <https://www.quittiedata.org/GIS/> > Training. Be in

touch with Bob for details on this or previous workshops.

2) Macroinvertebrate Sampling Raw Data. No update.

- 3. Special Meeting.** Consensus was reached to schedule a special meeting to discuss Grow Conservation's "General Recommendations" in the weeks after July 4 holiday; those General Recommendations are reproduced below in these minutes in **Appendix 1**.
- 4. South Annville Township Data Center Proposal.** Mike reported that the developers have withdrawn their proposal to build a data center west of Mount Pleasant Road and south of Rt. 422, most likely the result of very strong community opposition that emerged since the proposal became public in mid-March.
- 5. Projects updates.** See the May 7, 2026 LCCD Watershed Action Team meeting minutes, pasted below in these minutes in **Appendix 2**.
- 6. LCCD Watershed Action Team.** See **Appendix 2**, below.
- 7. Media & website updates.** Mike reported that he continues to update the website and post on social media focusing on the QWA Monitoring Program.
- 8. Lebanon County Stormwater Consortium updates.** See LCCD-WAT meeting minutes of May 7, item no. 5, "Partner Updates," item from Darren Heisey of the Lebanon Consortium, below in **Appendix 2**.
- 9. Education, outreach & special events.**
 - A.** Mike reported that his presentation at the Choose Clean Water Conference on Tues. May 19 at Lancaster Marriott at Penn Square in Lancaster, focusing on the main outcomes of the NFWF capacity building grant, went well. For more information, see the conference website, at <https://www.choosecleanwater.org/our-conference>
 - B.** Tabling events: Friends of Old Annville's Historic Old Annville Day (9 am—2 pm Sat June 13, 2026,) and 1 -5 pm on July 4, 2026, at the America250 Celebration at the Lebanon Valley Expo Center.
 - C.** Lebanon Valley Clean Water Week, Sept. 12-19, sponsored by TLVC – lots of opportunities to get involved; Mike proposed: (1) a garbage cleanup day in the area excavated upstream of the 22nd St bridge, (2) a guided tour of Quittie Creek Nature Park. See the materials in **Appendix 3**, below.
 - D.** Possible field trips to the City of Lebanon Authority's (COLA's) Wastewater Treatment Plant and the Cleona Pumping Station

The meeting adjourned at 7:56 pm.

Respectfully submitted,

Michael Schroeder
Secretary Pro Tem

Appendix 1. Quittapahilla Watershed Association General Recommendations from Grow Conservation, December 2025

1. Liability Protection

With volunteers conducting fieldwork in flowing water and potentially dealing with chemicals in water sampling, there is the potential for a person to become injured while volunteering for QWA. This could expose the organization and/or its leadership to liability.

At a minimum, the Grow Conservation Consulting Team (GrowCon) recommends that QWA develop a liability waiver form that all volunteers must execute before commencing work on behalf of QWA. Ideally, this form would be prepared by or at least reviewed by a licensed attorney. QWA might seek example liability waiver forms from peer organizations.

If QWA eventually decided to become a nonprofit organization, then GrowCon recommends that it purchase an insurance policy to protect against such injury liability and potentially other forms of liability.

GrowCon and its subconsultants are not qualified to give legal or insurance advice, but we believe these are best practices for organizations involved in such volunteerism. QWA should seek the counsel of qualified professionals on this matter.

2. Stimulate Competitive Environment for Project Work

From GrowCon's understanding of the watershed assessment and restoration work being facilitated historically and presently by QWA, it appears that one or a couple consulting firms primarily guide and then execute the work. GrowCon recommends that QWA consider engaging a broader range of consulting professionals to generate an influx of fresh ideas and potential for new approaches. Creation of a competitive work environment for project implementation could result in cost savings, enhanced quality, and more options for the timing of projects. Implementing a competitive bidding process is also typically a requirement of granting entities.

3. Consider Alternatives to In-Stream Focus

The Quittie and its tributaries have impairments due to a variety of stressors, including nutrients, sediment, and pathogens. To date, QWA has largely focused its restoration of the watershed on in-stream or channel restoration projects. Such in-stream projects will primarily act to improve only one of these three stressor categories – that being sediment load. In-stream restoration is not an effective approach to reducing nutrient load or pathogens. In addition, in-stream restoration is an extremely costly form of watershed restoration due to the

very high engineering design, permitting and construction costs.

GrowCon recommends that QWA begin to integrate alternative watershed restoration practices into its initiatives, such as riparian buffer plantings and land use best management practices (BMPs) (e.g., cover crops, nutrient management plans, livestock fencing). For one, riparian buffer plantings and BMPs will more directly affect the nutrient and pathogen loads to the waterways. Additionally, these types of practices are far more cost-effective than in-stream restoration. Lastly, there are a variety of funding and outreach partners available for collaboration on these practices. QWA need only look to its neighbors, the Lancaster Clean Water Partners, to see a successful model of these approaches. A focus on these types of land-based measures should result in measurable improvements in the Quittie watershed, which in-stream restoration alone is unlikely to accomplish.

4. Consider Scalability of Present Business Model

The fifth Strategic Priority identified through the POWR project was Organizational Growth. GrowCon recommends that QWA's Core Team begin to consider the scalability of its present business model and mode of operations. In some respects, the mode of operations has served QWA well to date, but in order to grow its impact, we believe that QWA needs to evolve in several key ways – many of which are laid out in the Strategic Framework. Some key considerations are as follows.

QWA appears to be highly dependent on a single, dynamic, and very dedicated leader. However, leadership activity will need to begin to be distributed for the organization to grow. Administrative functions such as financial tracking, file management, and IT services will need to be accessible to more than one person, both to distribute workload and to plan for succession. A single person should not continue to be the face of the QWA in public settings, such as volunteer recruitment and township meetings.

To grow and diversify the volunteer base, GrowCon believes that QWA needs to diversify the activities it offers to volunteers. Volunteerism with QWA is presently driven by the monitoring program. The Strategic Framework and recommendations above offer a range of other support that volunteers could provide to QWA, and by embarking more strongly in some of these alternative directions, QWA will likely attract a different set of community members.

Goal 5B of the Strategic Framework calls for QWA to “evaluate potentially new organizational structure or relationships.” GrowCon recommends that the Core Team make this a priority in the near term, as there seem to be some significant drawbacks to the QWA not actually existing as an entity. There are several partners and existing nonprofits that might, at least temporarily, consider embracing QWA as a subcommittee or other subpart (e.g., The Lebanon Valley Conservancy, Swatara Watershed Association). We feel that continuing with the status quo will hinder the QWA's ability to grow as it wishes.

Appendix 2. LCCD Watershed Action Team Meeting Minutes, May 7, 2026



Lebanon CAP Watershed Action Team

Thursday, May 7, 2026 at 9:00 a.m.

Members Present: Bethany Canner, Russ Collins, Reid Garner, Darren Heisey, Katie Hollen, Dan Kreiser, Kara Lubold, Rocky Powell, Bryan Seipp, and Rich Starr

1. Applications

- Snitz Trib at Ironmaster Rd: \$240,000 (SRBC grant \$180,000 (pending), \$60,000 CAP match)
- TLVC Meadow Conversion Program: \$100,000 (DCNR C2P2 grant (pending), \$15,000 CAP match for 2027)

2. In-Process Projects

- Hammer Creek Estates: \$250,000 of ACAP funding for construction-related expenses
- Gingrich Run 1: \$204,325 of CAP funding for streambank restoration and stabilization, concrete dam removal. In permitting phase.
- Sollenberger Meadow Conversion: \$1,285 (2026)
- Musser Ag BMPs (HUA, Animal Walkway, Deep Pit Manure Storage): \$231,638.92
 - o Project will close out 2025 CAP funds

3. Future Projects

- Halteman Ag Project: \$100,000 (2026)
- Blecker Ag Project: \$100,000 (2026)

4. Completed Projects

- Gerald Horst bridge replacement: \$23,600 of ACAP funding for design and permitting

5. Partner Updates

- Clear Creeks Consulting, Rocky Powell
 - o See Appendix 1.
- Lebanon Consortium/MS4, Darren Heisey
 - o Still waiting for the next MS4 permit.
 - o SQ1 Phase 2: Construction likely in 2027.
 - o SQ6: In permitting. Anticipate receiving the permit soon. Will extend grant again. The project will not go to construction until the new MS4 permit is released.
 - o A recent PA Supreme court decision ruled that stormwater fees are taxes.
- Lebanon Valley Conservancy, Dan Kreiser
 - o Continuing planning for Water Week in September.
 - o C2P2 grant submitted last week for lawn conversion program. Will request a \$15,000 CAP match if C2P2 is approved.
- Quittapahilla Watershed Association (QWA), Michael Schroeder
 - o See Appendix 2.



Lebanon CAP Watershed Action Team

- Swatara Watershed Association, Bethany Canner
 - o Successful Swatara Sojourn on May 2.
 - o Received Marcellus Shale grant for Swatara Park improvements.
 - o Outreach for non-boating creek users starting in June.
- Trout Unlimited, Russ Collins
 - o Barry Farm: The project has been passed to Jeff's manager at DEP. They are waiting for an update.
- EPR, Bryan Seipp/ Rich Starr
 - o Bryan and Russ met yesterday with Luanne Steffey from SRBC. Luanne said that for this grant cycle and the next, the focus is on reservoir-related projects. Stream projects are eligible but are not a priority.
 - o Heisey Farm: Did not receive SRBC funding. Close to submitting for permits. Can build a portion of the project with existing funds, but will need more funds for the whole project.
 - o Historic Schaefferstown Farm: DEP is supportive of project and approach. Submitting NFWF proposal with LCCD.
 - o Hammer Creek Estates: Construction is complete and the final walkthrough was held earlier this week. Planting in fall.
- Spring Hill Partners, Reid Garner
 - o Snitz Trib at Ironmaster Rd: Did not receive SRBC funding.
 - o Waiting on Maranda for a visit on the upper Hammer along Rte. 897.
 - o Hoffman Farm: Waiting on the decision from ACAP.

6. Lebanon County Conservation District Update

- CAP 2026 Award
 - o Total award: \$624,483 (\$114,269 allocated for projects within the Hammer Creek Watershed. The remaining \$510,214 can be used anywhere in the Chesapeake Bay Watershed.)

7. Next Meetings 2026

- June 4 — 9:00 am
- July 2 — 9:00 am
- August 6 — 9:00 am
- September 3 — 9:00 am
- October 1 — 9:00 am
- November 5 — 9:00 am
- December 3 — 9:00 am



Lebanon CAP Watershed Action Team

Appendix 1. Quittapahilla Creek Project Update, provided by Rocky Powell, Clear Creeks Consulting, via email on 5/7/2026.

Beck Creek 6

Remaining RRG responsibilities to satisfy LCCD comments:

Armor outfall channel bottom with stone – RRG Pending.

Install goose netting along aquatic bench – RRG Pending

Raise embankment to design elevation – RRG Pending

Reseed aquatic bench and surrounding bare areas – RRG Pending

As-Built Survey and Plans – RRG forwarded to EPR for CAD - Plans ready this week

Pollutant Reduction Model – EPR Completed March 2026

Final Report – Clear Creeks Completed pending As-Built Plans from EPR

PracticeKeeper – Clear Creeks Data Input Completed pending As-Built Plans from EPR

Snitz Creek 2

As-Built Survey and Plans – Kinsley/EPR Completed March 2026

Pollutant Reduction Model – EPR Completed March 2026

Final Report – Clear Creeks Completed March 2026

PracticeKeeper – Clear Creeks Data Input Completed March 2026

Snitz Creek 3 (Permitted 6/14/2023)

319 – \$457,727.00 (Approved – 10/20/2025)

GG – \$330,408.00 (Approved – 1/21/2026)

Cost – \$788,135.00

Kinsley Construction Scheduled to Start – Mid June 2026

Killinger Creek – Huber and Burkholder Properties (Permitted 4/06/2024)

TLVC Selected Contractor - Flyway Excavating March 20, 2026

TLVC submitted NFWF Grant Application April 2, 2026

GGP Grant Application June 22, 2026

NFWF Grant Award Notification: September 2026

GGP Grant Award Notification: January 2027

NRCS Landowner Ivan Burkholder Cost Share Agreement February - March 2027

Project Start Date: Summer - Fall 2027

Project Completion Date: Fall 2027 - Spring 2028

NFWF Grant Request \$613,087.00

GGP Grant Request \$262,441.00



Lebanon CAP Watershed Action Team

Total Grants Requests \$875,528.00

Bachman Run – Gary and Gerald Horst Properties (Permitted 1/27/2026)

DFTU Selected Contractor – Kinsley Construction	May 01, 2026
Construction Cost - \$924,360.00	
Includes \$138,125.00 Cost of Bender Lane Culvert	
LCCD Letter of Support:	May 15, 2026
NRCS Letter of Support:	May 15, 2026
GGP Grant Application	June 22 2026
319 Grant Application	June 22, 2026
GGP Grant Award Notification:	January 2027
319 Grant Award Notification:	October 2027
LCCD ACAP Gerald Horst Cost Share Agreement	February - March 2028
NRCS Landowner Gary Horst Cost Share Agreement	February - March 2028
Project Start Date:	Spring – Summer 2028
Project Completion Date:	Fall 2028

319 NPS Grant Request	\$497,572.00
GGP Grant Request	<u>\$510,798.00</u>
Total Grants Requests	\$1,008,100.00

Snitz Creek 4

Meeting with Glen Krall, Adjacent Landowner – May 6, 2026
Preliminary Design to EPR for CAD work
Scheduling Landowner Meeting for June



Lebanon CAP Watershed Action Team

Appendix 2. QWA Monthly Update for the LCCD Watershed Action Team, provided by Michael Schroeder, QWA President, via email on 5/12/2026.

1. Monitoring Program

- A. Routine fieldwork at our six monitoring sites coming up in May to be scheduled by Katie Hollen.
- B. Equipment. Bob Connell continues to monitor, change the batteries, and, as necessary, oversee the repair of the Solinst sensors at five of our monitoring sites. Bob and Mike installed the antenna ordered for Q1 but the signal is still not consistent. Still working on it.
- C. Data management: On Tuesday, April 28, Bob Connell led a fourth qGIS workshop from 6-8 PM in the Annville Free Library, with participants Katie Hollen, Mike Schroeder, and Bill Osburn, focusing on geoprocessing. Bob will likely schedule a fifth workshop in the fall. Study materials, downloads, and other helpful items are accessible at <https://quittiedata.org/GIS/>

2. Stream Restoration Projects. Rocky Powell reports that he planning to submit Growing Greener and EPA 319 grant proposals for the Killinger Creek Huber-Burkholder project in the upcoming funding round before the June 22 deadline.

3. Education & Outreach

- A. On Tuesday, April 14, from 11:30 AM to 1:00 PM, Mike and Bob served as guest speakers at the annual luncheon of the Environmental Club at Lebanon Valley College, focusing on the work of the QWA.
- B. 500 new QWA trifold brochures and other printed outreach materials are now in hand
- C. Choose Clean Water Conference. The QWA will be presenting on its NFWF capacity-building grant at the Choose Clean Water Conference on May 19-20 at the Lancaster Marriott at Penn Square in Lancaster – the conference website is here: <https://www.choosecleanwater.org/our-conference>. Thanks to Tali MacArthur at POWR for facilitating our proposal.
- D. Space reserved at Historic Old Annville Day, 9 AM-2 PM Sat June 13.
- E. The Lebanon Valley Conservancy organizing Lebanon Valley Clean Water Week, Sept. 12-19. The QWA is planning several activities, including a Plastic Garbage Artifact



Lebanon CAP Watershed Action Team

Hunt in collaboration with the Quittapahilla Creek Garbage Museum. Details are forthcoming.

4. The next QWA meeting will be at 7 PM Tues May 19 in the Community Room of the Annville Free Library and on Zoom.

Appendix 3. “Clean Water Week” Materials from The Lebanon Valley Conservancy (Sept. 12-19, 2026)

Lebanon Valley Clean Water Week – Partner Overview	
PRESENTED BY THE LEBANON VALLEY CONSERVANCY	770 CUMBERLAND ST, LEBANON, PA
About Lebanon Valley Clean Water Week Lebanon Valley Clean Water Week is a new county-wide initiative designed to deepen public understanding of clean water, watershed health, and the interconnected nature of our local waterways. Taking place September 12-19, 2026, the week features hands-on educational experiences hosted by environmental organizations, schools, municipalities, and community groups across Lebanon County. By uniting partners under a shared identity and coordinated outreach effort, the week strengthens community stewardship, expands environmental literacy, and inspires long-term engagement in conservation. Why Clean Water Week? Local waterways face increasing pressures from pollution, development, and climate-related impacts. Clean Water Week provides: ● A shared platform for education and engagement ● County-wide visibility for partners ● Collaborative opportunities that strengthen relationships ● Accessible learning experiences for youth, families, and community members Goals ● Increase public understanding of watershed systems ● Highlight local conservation partners ● Provide diverse, place-based educational opportunities ● Encourage long-term stewardship behaviors Evaluation & Impact TLVC will track program reach through: ● Attendance at kickoff, closing, and partner events ● Participant surveys measuring knowledge gained and satisfaction ● Partner feedback on collaboration and delivery	What TLVC Provides ● Event organization & scheduling support ● Kickoff and closing celebration events ● Reusable bags for participants ● Printed schedules and event maps ● Shared marketing materials (graphics, templates, messaging) ● Promotion through TLVC channels ● Partner T-shirts ● Participant surveys Community Partner Role ● Plan, staff, and host their own event(s) ● Manage event registration ● Secure required permits ● Hold liability insurance ● Provide event-specific liability waivers (template available) ● Coordinate with TLVC on scheduling and marketing deadlines Event types may include: <i>Walks • Workshops • Cleanups • Demonstrations • Tours • Educational programs • Art activities • Water-focused experiences</i> Next Steps Informational Sessions In-Person at TLVC Office - February 25 at 5:00 PM - March 3 at 5:00 PM Virtual Session - March 5 at 12:00 PM (Zoom link upon RSVP) Contact Abigail Harvey, Executive Director The Lebanon Valley Conservancy abigail.harvey@tlvc.org 717-273-6400

Lebanon Valley Clean Water Week Partner FAQ

What is Lebanon Water Week?

Lebanon Water Week is a county-wide celebration taking place September 12th - 19th, 2026. It brings together environmental organizations, schools, municipalities, and community groups to offer hands-on educational experiences focused on watershed health, and the interconnected nature of our local waterways.

Why should my organization participate?

Participating gives your organization the opportunity to:

- Reach new audiences
- Highlight your programs, mission, and expertise
- Strengthen partnerships with other conservation groups
- Contribute to a unified, county-wide initiative
- Benefit from shared marketing, materials, and visibility

Water Week is designed to amplify your work, not add unnecessary burden.

What kinds of events can partners host?

Events can be as simple or creative as you'd like. Examples include:

- Stream walks or watershed tours
- Cleanups or restoration activities
- Demonstrations (stormwater, soil health, native plants)
- School or youth programs
- Art, photography, or nature-based workshops
- Community science activities
- Paddles, hikes, or guided nature experiences

Indoor, outdoor, small-scale, or large-scale events are all welcome.

What support does TLVC provide?

TLVC will offer:

- Event organization and scheduling support
- Kickoff and closing celebration events
- Reusable bags for participants
- Printed schedules and county-wide event maps
- Shared marketing materials and templates
- Promotion through TLVC channels
- Branded T-shirts for partners
- Participant surveys and evaluation tools

Our goal is to make participation easy and cohesive.

What are partner responsibilities?

Partner organizations are responsible for:

- Planning, staffing, and hosting their event(s)
- Securing any required permits
- Holding liability insurance for their event
- Providing event-specific liability waivers as needed
- Communicating with TLVC about event details and deadlines

You maintain full ownership and control of your event.

Does my event need to be free to the public?

We strongly encourage free or low-cost (\$10 - \$15) events to ensure accessibility. If your event requires a fee to cover materials or staffing, please discuss this with TLVC so we can communicate it clearly in the schedule.

Can multiple organizations collaborate on a single event?

Absolutely. Co-hosted events are encouraged and can help share staffing, expertise, and resources.

How will events be promoted?

TLVC will promote Water Week through:

- Social media campaigns
- Email newsletters
- Printed schedules and maps
- Press releases and media outreach
- Partner networks and community channels

Partners are encouraged to promote their own events as well.

How will attendance and impact be measured?

TLVC will track:

- Attendance at kickoff, closing, and partner events
- Participant surveys (knowledge gained, satisfaction, interest in future engagement)
- Partner feedback

A summary report will be shared with all partners after the event.

What if my organization has limited capacity?

Every contribution strengthens the initiative. Options include:

- Providing volunteers
- Offering space or equipment
- Sharing expertise or educational materials
- Helping promote Water Week

How to Plan a Water Week Event

A Guide for Lebanon Valley Clean Water Week Partners

The Lebanon Valley Conservancy

1. Start With Your Strengths

Think about what your organization already does well. Your program or event should highlight your mission, expertise, and connection to local waterways.

Questions to consider:

- What programs or activities do we already offer that could be adapted for Water Week?
- What topics or skills do we want to share with the community?
- What locations or facilities do we have access to?

Examples:

- A nature center might host a stream ecology walk.
- A municipality could offer a stormwater demonstration.
- A school group might lead a student art exhibit about water.
- A nonprofit could run a cleanup or restoration activity.

2. What Do You Want To Achieve With Your Event?

Think about the impact you want your event to have after water week.

Questions to consider:

- What do we want attendees to know after they leave our event?
- Is there a program we offer that we want to highlight?
- Is there a fundraiser or event we are looking for donors or volunteers for?

3. Choose Your Event Type

Water Week events can be educational, hands-on, recreational, artistic, or scientific. Pick a format that fits your capacity and audience.

Popular event formats:

- Guided walks or hikes
- Paddles or boating activities
- Cleanups or volunteer projects
- Workshops or demonstrations
- Youth or family programs
- Art, photography, or storytelling activities
- Community science (macroinvertebrate sampling, water testing, bird counts)
- Open houses or facility tours

4. Select a Location

Choose a site that supports your event goals and is safe and accessible for participants.

Consider:

- Parking and accessibility
- Safety and supervision needs
- Restrooms or nearby facilities
- Shade, seating, or shelter
- Proximity to water features
- Whether permits are required

If you're unsure about permitting, TLVC can help point you in the right direction.

5. Determine Your Audience

Who is this event for? Tailoring your program to a specific audience helps with planning and promotion. Who are you trying to reach?

Possible audiences:

- Families with children
- Teens or school groups
- Adults or lifelong learners
- Volunteers
- Outdoor recreation enthusiasts
- Local residents or neighborhood groups

6. Plan the Logistics

Key logistics to finalize:

- Date and time (during Water Week)
- Event duration
- Maximum capacity
- Staffing and volunteer needs
- Materials or equipment required
- Safety considerations
- Accessibility accommodations
- Registration requirements (if any) Please Provide links to TLVC for promotion

7. Address Permits & Liability

Partners are responsible for securing any necessary permits and ensuring proper liability coverage.

You will need to:

- Confirm whether your location requires a permit
- Hold liability insurance for your event
- Provide event-specific waivers if needed
- Ensure staff/volunteers are trained for safety

TLVC can help answer questions but cannot secure permits on your behalf.

8. Submit Your Event Information to TLVC

Once your event is planned, TLVC will collect details for the county-wide schedule.

You'll be asked to provide:

- Event title
- Host organization
- Date, time, and location
- Short description
- Registration link (if applicable)
- Accessibility notes
- Contact information
- Any fees or materials participants should bring

This ensures your event is included in all promotional materials.

8. Promote Your Event

TLVC will provide:

- Shared branding and graphics
- Social media templates for week before and week of.
- Printed schedules and yard signs
- Reusable bags and partner tee shirts

Partners are encouraged to promote their events through:

- Social media
- Email newsletters
- Website calendars
- Community bulletin boards
- Local schools, libraries, and municipal offices

The more visibility, the better the turnout.

Need Help?

TLVC is here to support you throughout the planning process.

Contact us anytime to brainstorm ideas, discuss logistics, or explore collaboration opportunities