



Montana Cultural Fair Details

Date: Thursday, August 8th, 2024

Event Time: 5pm to 8pm open to the public

Where: Mansfield Convention Center | Great Falls, MT

Planning Meetings: 1st and 4th Thursday of the month at 5:30PM | EXIT Realty

Website: www.mtmcf.org



Tagline: *Embrace Diversity, Celebrate Unity: Where Culture Takes Center Stage!*

Vision: *Our vision is to create a welcoming space where cultures converge, hearts open, and friendships blossom, fostering understanding and unity one culture at a time.*

Mission Statement

The Montana Cultural Fair is a vibrant celebration that unites our community through a blend of global culinary delights, captivating live performances, and engaging exhibits. We partner with local vendors, artisans, and neighbors to share the rich tapestry of diverse cultures in the Big Sky state and enhance the Great Falls image.

Guidelines

| Food | Event Setup | Financials |
|--|---|--|
| <ol style="list-style-type: none"> 1. All food must be prepared in a commercial kitchen and follow City-County-Health guidelines. 2. The Civic Center Kitchen will be available in 1 hour slots the day before and day of the event. 3. Civic Center Kitchen has no preparation supplies, please bring what you need. 4. Safe Serve best practices will be enforced before and during the event. Gloves must be worn during serving. 5. Prepare enough samples to accommodate 1,500 participants. 2 oz to 3 oz. 6. Limited supplies are available from previous years (First come, first serve). Include all supplies you need in your budget. 7. VIP sponsors will be invited to the food sampling event the week prior and will have early access before the main gates open. 8. MCF food passports will be used for food control. | <ol style="list-style-type: none"> 1. Event setup will commence at 9AM on August 8th. 2. One large drive-through door is available (limited vehicles at a time). 3. Two 8-foot tables will be provided. Additional tables will need to be requested in advance. 4. Each Cultural Committee will have a 10'x10' space to occupy and decorate. 5. No tape allowed on the walls, other hanging supplies to be approved by the steering committee in advance. 6. No open flame cooking allowed indoors; Bunsen burners are ok. 7. Canopies are allowed, but the committee will not provide them this year. 8. Dressing rooms will be provided for performers. 9. Parking information will be provided prior to the event. 10. Food trucks will occupy the park to the side of the civic center. 11. Volunteers will be available to assist committees. | <ol style="list-style-type: none"> 1. Each committee is allocated funds for food preparation and decorations on a pre-approval basis. Cultural Committees and performers outside of Great Falls are eligible for travel reimbursement. 2. Please provide a budget breakdown for approval prior to making purchases. 3. Any decorations purchased by the Steering Committee will be property of the Montana Cultural Fair / Rotary Electric. 4. The Cash Advancement Form is available for requests for food prep and supplies. All receipts must be provided to Zach Swartz immediately following purchase. 5. Cash advancements will be reviewed and approved on a case-by-case basis. |

Steering Committee Contacts

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