

EVENTS COMMITTEE Minutes-- Respectfully Submitted by Judy Rolfe-Event Chair

MAY 18, 2021, 5pm, Meeting was held in Google Meet

In attendance:

Judy Rolfe
Debbie Duffy
Julie Piehn
Babs LaJeunesse
Katie White

Discover Thornton Follow up. How did it go? Suggestions, changes for next year?

- **BEFORE**
 - Check other events in area to select date, find/create clues, solicit sponsors & prizes, post flyers, advertise in newspaper/TCS, notify Town, BOD, TPD
 - Consider combining the event with another committee; Conservation Committee's photo contest for example
 - Pre-registration in collaboration with the school
 - Put picket signs along the end of roads (like was done for Light Up Thornton)
 - Make list of folks to personally invite (past Thornton residents, folks who expressed interest)
 - Ask Sugar Shack to put a notice on each table the day of the event until 9:45 (then remove them).
 - Signs at other local businesses, the transfer station, etc.
- **DURING** – Communicate with clue stop volunteers
- **AFTER**
 - Thank you's with token gift for volunteers
 - FB post to thank our participants, sponsors, and prize donors
 - Assign a set up and clean up group
 - Sponsor donations and prizes inventoried in Google Doc spreadsheet.
 - Invoices for reimbursement submitted to Treasurer.
 - T-shirts washed and returned to Debbie.
- Waiting on photos from Ellen Edershiem

NEW BUSINESS

- **National Night Out, August 3rd. 5-8pm**
 - Will have a table for the Events Committee
 - Put out the Discover Thornton sponsor signs
 - If NNO Spectators submit their email to get on the Thornton Events email List, they will be eligible for a prize
 - Work in shifts
- Monitor electric power to Christmas tree for Light Up Thornton event. Follow up with the Town.
- Confirmed with Katie that she wants to be sworn in as a full member of the Committee
- Discuss Treasurer duties
- 501(c)(3) discussion

Next meeting June 15th, 5pm at the Town Hall. Public is encouraged to attend. Agenda topic is National Night Out planning.

