EVENTS COMMITTEE MINUTES

October 12, 2021—5:00PM

Town Hall Meeting Room

The public is allowed to attend, and is encouraged to come and participate

In attendance

- Committee:
  Judy Rolfe
  Debbie Duffy
  Katie White
  Leslie Rosewarne

Meeting called to order - 5:10pm

Minutes

Accepted August and September 2021 meeting minutes.

BUSINESS

- BJ's Membership
  We will leave it in personal membership for now. We will tally receipts for the full year and see if it is worth the committee paying for a separate membership.
- Treasurer duties to Crissy.
  Tabled for next meeting.
- $500 cost for the live concert music license
  There is a license fee for any live music from SESAC.
  We are being charged the municipality rate.
  Debbie will reach out to determine how to pay.
  For next year we should reach out to other towns to see how they pay for it.
- Build a budget for 2022
  Katie started a shared list that everyone can add to and edit showing what we need for a budget. Add estimate based on this year.
  Due to the town by 11/3
- Signed the thank you letter to Chesley's for donations.
- Send a thank you with Chief Miller. Debbie will bring to next meeting.

- Storage
  Debbie: 2.5 cases of water and some candy bars need to store somewhere
  Judy: Temporary storage at her house.

Brad Benton has offered covered outdoor storage space if needed.
Ask targeted audience and committees if they want to share storage.
Keep asking around for opportunities that come up.
Debbie will ask about Bartlett Barn and Dole Mill space.
Need to work on updating the list of supplies and where it is located.

- Light Up Thornton

  Organization for Light Up Thornton:
  - Save the Date goes out on Nov 1st. Facebook at least. Perhaps town email. Signs.
  - Registration will be Open Nov 18th- Dec 1st
  - Reach out to previous participants week before the 18th, perhaps send post cards
  - Need to give list to police department as registration comes in so they can plan on the parade
  - Final list on Dec 4th
  - Dec 5th tour/parade and tree event, maps will be ready
  - At the school, 3ish-4:15 for music, kids with Santa, activities by PTO
  - 4:30 tour bus leaves
  - Tree lightning at town hall is first stop or in the order of the driving list, sing carols with music teacher
  - Plan for a 2 hour tour/parade.
  - End at the school again.
  - Katie will ask about the cost of printing color copies (25) at the town hall and about sending an email to the town email list
  - We have generic signs from last year to put out.
  - Judy will email us last year's save the date flyer/sign.
  - Judy asking about school
  - Jessye Bartlett can be told she can use the indoor space at the school
  - Debbie asking music teacher to lead carols at the tree or on the bus
  - Need to get anti-fog for the windows or towels to wipe them down? Or warn people that windows will be open.

- Decision on reflective/light up numbers?

  Hard to see at house. Tabled for another year. Use actual addresses as in the past

- Trunk or Treat

  Meeting with PTO? Tabled.
  Update from last Trunk or Treat meeting:
  - Police Department is the lead on the event but Events Committee will help
  - Covered Bridge is donating apple crisp, we will serve on plates
  - There will be selectman and extra people at the Witches Tent to help with serving

- Event is 5-8pm
- Nina is in charge of parking, trunks, pumpkin contest
- Other volunteers will help at campsite, haunted trails
- Asking some other groups/organizations if they want to do campsites
- Walmart donating candy, candy drive set up at Dollar General
- There is also a sign-up process that is linked to on our Facebook
- Fire Department will have a candy drop
- Need to hang posters

Calendar Review

- Truck or Treat Oct 31st
- Save the Date for Light Up Thornton goes out Nov 1st
- Budget proposed for FY 22 due to the Town by Nov 3rd
- Next regular meeting November 9th.
- Light Up Thornton, Nov 18th-Dec 1rd registration, Dec 5th Kick Off; Dec 5-15th Competition

Adjourn Meeting

- 6:30 pm