

GRAY SUMMER FEST COMMITTEE
2017 GRAY BLUEBERRY FESTIVAL
JULY 11, 2017 AGENDA
7:00 PM at 24 Main St. Gray

	Agenda Items – Bring large poster paper to help guide discussion	Leading the discussion	Projected completion
7:00 pm	1. Friday night August 11th Kick-off <ul style="list-style-type: none"> ○ Decide “out of the box” activities for pre-show (families) and during movie (teens) ○ Capt’n Eli’s presentation? How can we help facilitate children’s artistic side? ○ Body Balloons – fill in the blanks of who, where, when, what. ○ Confirm The Frisky Whisk, Capt’n Eli’s Soda truck, and s’mores (once movie starts). ○ Write script for announcements to make before and after the movie. ○ Confirming what time(s) Little Monk will perform Friday? And if also on Saturday? ○ Who do you know that has portable metal fire pit, bean bag games to borrow? ○ Other new business/concerns? Illumination/lighting on other side of Newbegin Gym? 	Committee	July
7:20 pm	2. Food Vendors <ul style="list-style-type: none"> ○ Update on all Food Trucks and local clubs. Final menu or still tentative menu? ○ Update on electrical needs, resolved? ○ Other new business? 	Roger Dery	July
7:30 pm	3. Revised Budget – revenue and expenses <ul style="list-style-type: none"> ○ Review highlights of latest revised budget figures, income and expenses to date. ○ New opportunities, such as covering expense for ## of t-shirts for sale. 	Lacy Antonson	Ongoing
7:40 pm	4. Booths, Exhibits, and Activities <ul style="list-style-type: none"> ○ Updates on participants, partnerships, and placement, e.g. themes to cluster. ○ Discuss activities to weave in blueberry theme. ○ What activities still need to be finalized, coordinated? 	Committee	July

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7:50 pm	<p>5. Manny's Planning Document</p> <ul style="list-style-type: none"> ○ HOT: Finalize banners, t-shirts: volunteer vs. for sale, lawn signs; begin to structure content of program book. Revised draft of first 3 items were emailed 7/3. ○ Promoting Festival in Gray and nearby towns: 60 posters and then 50-75 lawn signs Who knows who and best locations for 50 lawn signs (need map handout for meeting) ○ Other items, such as logistics, timing, additional chairs and tables needed ○ Set-up times, pick-up items, delivery items. 	Committee	<p>Early July</p> <p>Early August</p>
8:30 pm	<p>6. Volunteers & Key Stakeholders</p> <ul style="list-style-type: none"> ○ Background checks must be completed on 2017 volunteers. ○ List activities and preliminary number of (CSC & community volunteers needed) ○ Confirm hour-by-hour staffing needs/roles for Friday and Saturday 	Committee	Ongoing
8:50 pm	<p>7. New Business</p> <ul style="list-style-type: none"> ○ Set next 2 meetings: date, time, and location for end of July and first week in August ○ Plan for a follow-up, casual meeting 30 days after event once we received feedback from attendees. 	Committee	Sept 12
9:00 pm	Adjourn		