



OAK RIDGE SPECIAL EVENTS COMMITTEE AGENDA July 13, 2021 - 7pm

- 1) Approval of Agenda
- 2) Approval of the Minutes 6/8/21
- 3) Current Status:
 - i) Poster created and placed at Post Office, Town Hall & Lowes – other places?
 - ii) Pamphlet Completed & Available at Town Hall
 - iii) Veteran Letterhead/acknowledgement of donation & approval from Sam & Sandra
 - iv) Personal “Thank You” cards & envelopes
 - v) Gauge developed, approved, and on the OR Website
 - vi) Pamphlets at Music in the Park – July 10, 2021
- 4) Large Sponsors solicitation
 - i) Process in place
 - ii) Donation by Oak Ridge Horse Club - \$300
 - iii) Data Base tracking donations & assign sponsor level
- 5) Communications - Ongoing
 - i) Northwest Observer Ad
 - (1) Should follow article
 - (2) Needs to be developed
 - ii) Town Web Site and Face Book
 - iii) NextDoor
- 6) Light Up the Night
 - i) Order luminaries - Caroline
 - ii) Confirm “Santa Bob” - Ann
 - iii) Check with local participants – ORES & Dance Group
 - iv) Vendors
 - v) Food trucks
- 7) 911 – 20 Years Memorial – occurs during Ridge Fest
- 8) Additional Items

Next Meeting August 10, 2021 – 7pm Town Hall