



## OAK RIDGE SPECIAL EVENTS COMMITTEE AGENDA

### March 23, 2021 – 7pm

### Meeting via Zoom & In Person

- 1) Approval of Agenda
- 2) Fundraising:
  - i) Review of Information Pamphlet
  - ii) Review of the Donor Correspondence
  - iii) Review of the Form to Track Sponsors
    - (1) Review cost of trees & pavers
  - iv) Review of Sponsors sheet and associated Committee Members
  - v) Process to get them printed at Town Hall
- 3) Discuss different scenarios of sponsors:
  - i) Walk-in at Town Hall
  - ii) On-line
  - iii) Donations at Town Events
  - iv) Committee members contacting identified sponsors.
- 4) Process for Sandra & Ashley
  - i) Credit Cards & Checks & Cash accepted
  - ii) Do we give them a receipt?
  - iii) Sandra and Ashley enter \$ amount into the Veterans Account.
- 5) How do we get the word out?
  - i) Northwest Observer Ad
  - ii) Town Web Site and Face Book
  - iii) Poster at Town Hall??
  - iv) NextDoor
  - v) Committee Members call their sponsors with a “Heads Up”
  - vi) Other???

Next scheduled meeting – March 30, 2021