



## OAK RIDGE SPECIAL EVENTS COMMITTEE AGENDA March 30, 2021 – 7pm

- 1) Approval of Agenda
- 2) Approval of the Minutes 3/23/21
- 3) Fundraising:
  - i) Review of Information Pamphlet
  - ii) Review of the Donor Correspondence
  - iii) Process to get them printed at Town Hall – 50 copies to start with
  - iv) Create a poster to hang at Town Hall
- 4) Discuss different scenarios of sponsors:
  - i) Walk-in at Town Hall
  - ii) On-line
  - iii) Donations at Town Events
- 5) Process for Sandra & Ashley
  - i) Credit Cards & Checks & Cash accepted – establish a process.
  - ii) Sandra and Ashley enter \$ amount into the Veterans Account.
- 6) How do we get the word out?
  - i) Northwest Observer Ad – will wait for July 1 when the new budget kicks in.
  - ii) Town Web Site and Face Book – coordinate with Sandra & Ashley & need blurb
  - iii) NextDoor – blurb from Ben – create specific points to include
  - iv) Committee Members call/visit their sponsors with a “Heads Up”. Maybe drop off a pamphlet?
- 7) Large Sponsors solicitation
  - i) Process in place
  - ii) Date to Start
- 8) Status of Construction Document – Revington Reaves

Next Meeting April 13, 2021 – 7pm Town Hall