



OAK RIDGE SPECIAL EVENTS COMMITTEE AGENDA May 11, 2021 – 7pm

- 1) Approval of Agenda
- 2) Approval of the Minutes 4/13/21
- 3) Current Status:
 - i) Construction Document – Approved by Town Manager & Revington Reaves
 - ii) Approval of name – Veterans Honor Green – Approved by Town Council & Parks & Rec Advisory Board
 - iii) Pamphlet Completed & Available at Town Hall
 - iv) Presentation at Kiwanis Club Meeting
- 4) Memorial Day Ceremony at the Amphitheater:
 - i) Program information obtained and forwarded to Ashley for the program
 - ii) Gary Blackburn, Scouts, Town Representatives & Northwest Guilford Womens Club
 - iii) Posted on NW Observer Community Page
- 5) Large Sponsors solicitation - Caroline
 - i) Process in place
 - ii) Date to Start
 - iii) Donation by Oak Ridge Horse Club - \$300
 - iv) Thank you correspondence - Sue
- 6) Communications - Ongoing
 - i) Northwest Observer Ad
 - ii) Town Web Site and Face Book
 - iii) NextDoor
 - iv) Going forward on keeping us visible
- 7) Large Sponsors solicitation
 - i) Process in place
 - ii) Date to Start

Next Meeting June 8, 2021 – 7pm Town Hall