



OAK RIDGE SPECIAL EVENTS COMMITTEE Agenda November 14, 2023 – 7pm

1. Call Meeting to order - Patti Dmuchowski
2. Approve Agenda
3. Approve minutes from October 10, 2023
4. Veterans Fundraising to date:
 - a. Current Total is \$238,930.62.
 - b. Waiting on new bids due – Nov 21, 2023
5. Special Events Calendar for 2023:
 - a. **Memorial Day Ceremony** - completed
 - b. **Kids Bike Parade** – Tuesday, July 4, 2023 – completed.
 - c. **911** – Sunday, Sept 10, 2023 – completed.
 - d. **Heritage Day** – Saturday, September 30, 2023 - completed
 - e. **Veterans Day** – Saturday, Nov 11, 2023 - completed
 - f. **Charles Benbow House 200th Anniversary this year - completed**
 - g. **LUN** – Dec 2, 2023, at 2pm to 7pm
 - i. Ben Walraven noted that we will need to purchase additional “torpedoes” which protect the electrical connections. He will provide a count and cost. Diana will look into this and let us know what is required.
 - ii. Ben also noted that we may need additional “nails”
 - iii. Need to further discuss the “25th” numbers in the large star – Ben Walraven, Danny Yanusz and Ann Schneider
 - iv. Ads need to be done. NWO publishes Nov 17 – Sue Madison
 1. Vinyl sign – API Patti –
 2. Sponsor sign for lawn
 3. Social blurbs
 4. Schedule of event times – sandwich board
 5. Flyers around town – Diana
 - v. Vendors – Barb Engel continues to send out flyers to the vendors
 1. Magician
 2. Destination Arts
 3. Grinch
 4. Summit – to participate with Hot Chocolate & Photo OP
 5. Santa & Elves – need to discuss with firehouse folks.

- 6. Food
 - 7. Table & Volunteer to sell T-Shirts and ornaments. Cash Box & square
 - vi. Scouts' participation – Olivia
 - 1. Help Vendors unload & load
 - vii. ORES kids' choir – not available. Need options
 - viii. OR CBC band will perform
 - ix. Diana Macklin also noted that she and Amy Carrickhoff will look into getting an 8 x 8 "rug" for the Santa platform.
 - x. Volunteer Set-Up of Luminaries at the Park - Nov 28, 2023, at 9:00am – 3:00pm (Rain date Nov. 29)
 - 1. Will need social media blurb the prior week to get volunteers
 - 2. Schedule of bringing Luminaries & other "stuff" from garage
 - xi. Additional concern of electrical available – use scoreboard outlets (extension cords?)
6. **Oak Ridge 25th Anniversary Celebration** – Patti Dmuchowski & Caroline Ruch
- a. Centerpiece Committee - Rose Shetzley, Caroline Ruch, Courtenay Harton & Claudia Whitaker
 - i. Review Checklist – Rose Shetzley
 - ii. Caroline to check with the Caterer if they provide plates, utensils, and napkins.
 - iii. Patti Dmuchowski to order tablecloths
 - b. Dinner to be held at the Oak Ridge Methodist Church on January 20th at 6:00pm – 9pm.
 - c. Deposits have been sent to Phyllis Rowe from Sandra Smith.
 - d. Ads need to be developed – Sue Madison
 - e. Invitations, badges, and programs to be coordinated with Sandra Smith.
 - f. ORMA and the Scouts will participate in the affair.
 - g. Pastor Mike will work the media at no charge.
 - h. Band will be "Soggy Bottoms" - Ann Schneider
 - i. 25th Swag available for purchase
 - i. Christmas Ornaments
 - ii. Lapel pins – Ann Schneider & Sandra Smith
 - iii. T-Shirts
 - j. Catering (budgeted 150 people at \$20)
 - i. Caroline Ruch - "An Event to Remember" Caterer has penciled us in.
 - ii. Cakes will be done by Regina Englishman – Claudia Whitaker
7. Patti Dmuchowski and Ann Schneider need to distribute T-Shirts to Committee members that have not received them yet. Email sent out to all Committee members to come & pick up. Also take inventory of the Christmas ornaments.

Meeting Adjourned

The next meeting will be on December 12, 2023, at 7pm.