



OAK RIDGE SPECIAL EVENTS COMMITTEE Agenda December 12, 2023 – 7pm

1. Call to Order - Patti Dmuchowski
2. Approve Agenda
3. Approve Minutes from November 11, 2023
4. Veterans Fundraising to date:
 - a. Current Total is \$246,295.39
 - b. Note \$909 donation from NWS Helping Heroes -
 - c. Approved Construction Bid by Town Council – no boardwalk at this time.
 - d. Tree concern
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 – completed
 - i. **Review what went right/what needs improvement (See list below)**
6. **Oak Ridge 25th Anniversary Celebration** – January 20, 2024
 - a. Decorating Committee - Rose Shetzley, Caroline Ruch, Courtenay Harton & Claudia Harton
 - b. Catering - Caroline
 - c. Ads need to be developed – Sue Madison
 - d. Stage banner – Sue Madison, Ann Schneider & Patti Dmuchowski
7. Additional Items
 - a. Inventory of T-Shirts & Ornaments
 - b. Shed – Inventory
 - c. Town Entrance signs decorated – Courtenay Harton

Meeting Adjourned

The next meeting will be on January 13, 2024 at 7pm.

Light Up the Night – December 2023

What went right:

Advertising

Great Santa stage with carpeting and improved lighting. The background was wonderful. Tent is good.

Food Trucks & Craft Vendors (\$720)

Writing letters to Santa

Scouts help – led by Olivia

Grinch rides and Scouts

Community singing at the tree & lighting of the tree and luminaries.

Volunteers for installing the luminaries.

What needs improvement:

Flyers for local businesses were not created.

Larger print on street sign for cancellation

Timing of event

Did not anticipate the effort involved with putting up the stars and sign.

Did not bring over lawn signs – they were at Town Hall.

Sandwich board with event times needs to be larger print.

Kids running in & out at the stars.

Music

Additional items