



OAK RIDGE SPECIAL EVENTS COMMITTEE Agenda August 8, 2023 – 7pm

1. Meeting called to order – Patti Dmuchowski
2. Approve Agenda – Patti Dmuchowski
3. Review minutes from July 11, 2023
4. Veterans Fundraising to date:
 - a. The Town Council voted to give us the remaining NC Grant \$7383. No more matching \$
 - b. \$238,537.24 (need \$11,463 to reach \$250K)– Patti Dmuchowski
 - c. Bids process status – Bill Bruce to send out bids in August.
 - d. Ann Schneider spoke to Nick Jameson about the Veterans 5K run this year.
5. Special Events Calendar for 2023:
 - a. Memorial Day Ceremony - Completed
 - b. Kids Bike Parade – Tuesday, July 4, 2023 – completed.
 - c. 911 - Blue Lights and signage to be put up Saturday, September 9, 2023 through Monday, September 11, 2023 at the flag pole in park.
 - d. Heritage Day – Saturday, September 30. 2023
 - i. GiGi Williams has agreed to be a judge again and Patti Dmuchowski will follow up with Susie Westmoreland to see if she is available again.
 - ii. Ad in the NWO. Sue Madison will update the ad from last year.
 - iii. Patti Dmuchowski will get the 3 ribbons (1st, 2nd and 3rd) and the gift certificates from Lowes.
 - iv. Patti Dmuchowski has asked Sandra Smith to reserve a tent for Special Events.
 - v. Will need volunteers to coordinate at the tent.
 - vi. Slices will be sold and money donated to the Veterans Fund
 - e. Veterans Day – Saturday, Nov 11, 2023 at 10:00am – 11:00am- Rev Roy Carter is speaker
 - f. LUN Volunteer Set-Up, Nov 29, 2023 at 9:00am – 3:00p
 - i. Establish date for volunteers to put together new stars. Ben Walraven is thinking of the end of Summer.
 - g. LUN Event – Saturday, Dec 2, 2023 at 2:00pm – 7:00pm
 - i. Need to figure our 25th numbers in the large star – Ben Walraven
 - ii. Vendors – Barb is sending out flyers.
6. Oak Ridge 25th Anniversary Celebration – Patti Dmuchowski
 - a. Dinner to be held at the Oak Ridge Methodist Church on January 20th at 6:00pm – 9pm.

- b. Deposits are being sent to Phyllis Rowe from Sandra Smith.
 - c. Invitations and programs to be coordinated with Sandra Smith.
 - d. Patti Dmuchowski will check with ORMA if they want to present the colors and with the Scouts if they want to do the pledge and national anthem.
 - e. New Logo completed by Sue Madison and agreed upon by the committee.
 - f. Courtenay Harton and Rose Shetzley to coordinate non-food supplies/decorations.
 - g. Purchase of tablecloths rather than rent. Patti Dmuchowski
 - h. Pastor Mike will work the media at no charge.
 - i. Band – Need to confirm with Ann Schneider
 - j. 25th Items
 - i. Christmas Ornaments (300 at \$5) Ann Schneider
 - ii. Lapel pins (225 at \$5.00) Ann Schneider to discuss redoing the town seal with less detail.
 - iii. T-Shirts – Amy Carrickhoff, Diana Macklin and Sue Madison
 - 1. Discuss final design and approve.
 - 2. Sue Madison has a vendor in Winston Salem that can do the shirts.
 - 3. Discuss pricing - \$9.70 each for 250 shirts
 - 4. Need to order by August – Sell at Heritage Day
 - 5. Distribute to Committee Members and ?????
 - k. Catering (150 at \$20)
 - i. Patti Dmuchowski – An Event to Remember Caterer has penciled us in.
 - ii. Cake – Claudia Whitaker
7. Charles Benbow House 200th Anniversary this year.
- i. October Date – Sunday Oct 15 with rain date of Sun Oct 22
 - ii. Liquor permits being obtained – Ashley Royal
 - iii. Cheese & Crackers – Need trays made up. GiGi Williams has volunteered to make and also have several boards that we can auction off. Will check with Lynn Black on doing some vegetable platters.
 - iv. Music – Highland North. Ann Schneider to talk to Caroline Ruch about contact.
 - v. Wine – Ann Schneider to talk to Bistro 150 and Charley ? as bartender.
 - vi. Maureena Shepherd will sponsor the event at \$300
 - vii. Tickets and Parking – SECU, ORES, etc.
 - viii. Coolers for ice & Dispensers for Iced Tea or Lemonade/Water bottles
 - ix. Will need volunteers to help.
 - x. Tickets, tours of the house and a handout narrative will be worked on. Ann Schneider and Sandra Smith.
 - xi. Ad in the NWO – request to Patti Stokes to find the old ad.
8. Additional Items - Olivia Rudolph will be joining the Special Events Committee as a liaison with the Scouts.

Meeting Adjourned

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