

Irene Recognition Committee-Town of Mendon

Meeting: Thursday June 10, 2021 @ 4:00 p.m.

Location: 472 Meadow Lake Dr. Mendon, Vt.

Agenda:

1. Call to order-Welcome new committee members
2. Discuss and finalize event date
3. Discuss food and beverage and event budget to be forwarded to Selectboard; advertising, hamburgers/hotdogs, rolls, condiments, sodas/water/paper products-plates-napkins, silverware, paper towels, propane, ice. Estimated attendees
4. Update event presentation/format material
5. Discuss supplies: tent, tables, chairs, grill, coolers, garbage cans
6. Tasks: 1. Organizational Committee-work to gather and organize supplies, shop for food
2. Advertising Committee-prepare and send postcards to townspeople advertising the event. 3. Set up Committee-set up tent, tables, chairs, grill station, food tables etc.
4. Tear down Committee 5. Games
6. Other Business
7. Next meeting-time/date/location
8. Adjournment of meeting