



**Events Committee Meeting
December 7, 2016 at 9:00am
549 Congress St**

Board members present: Robyn Violette, Ken Cianchette, Denine Leeman

Others present: Sally Newhall, Dawn Tully

Staff present: Casey Gilbert, Adam MacDonald, Taffy Eaton

Minute 1. Merry Madness Updates:

- Tickets sold out online as of this meeting. 200 remain to be sold at the event.
- Wine delivered to Portland House of Music on Thursday
- Dawn will pick up coffee on Thursday at 3PM at Coffee by Design Diamond St
- Tent will be set-up by 11:00, then we will be able to move totes over.
- Need to set up all tables, figure out where Step & Repeat will go
- Adam will send out a summary of volunteer hours/assignments to all involved today
- Registration tables will have printed rosters and volunteers will check names off the list as they hand in tickets
- Adam will send a reminder email to registrants to print their tickets beforehand
- Sally will check in with Ken Bell at Portland House of Music about tent arrival, soda distribution, seltzer for mocktail, wine delivery and staffing details for wine distribution and make sure all is set with Viva
- Day of: Adam will pick up U-Haul truck about 10:00, tent up, Sally at venue all day, 3:00pm volunteer meeting at tent, Tommy's crew will be there all day, Show Dawg will arrive
- **For 2017 – use Eventbrite app to check people in**

Next meeting: January 4th at 9:00am.

Respectfully submitted,
Taffy Eaton, Recorder