



Committee: Public Events and Celebrations
Date: Monday, August 10, 2015
Time: 7:00 PM
Location: Tewksbury Police Department

Approved on August 24, 2015

Members & Staff present: Cheryl Gay (Chairperson), Moira Gray, David Gay, MaryJo Melloni, Dave Stagnone (DJ Ram Jam), Mike Earley

Members not present: Elaine Krauss (Clerk), Erin Kniff (Vice Chairperson), Susan Boucher

The meeting was called to order at 7:03 PM

Agenda

1. Approval of Minutes
 - n/a

2. Fall Harvest Festival
 - Updates
 - a. Cornhole Tournament
 - John Spinelli has about 150 players
 - Can still register early that day
 - b. Way Finding Mapping System
 - Moira G. presented
 - c. Signs
 - need "Lot Full" signs
 - Moira G. presented signs and locations; Vendor Parking Only; Handicap Parking
 - Mike E. will look at 3 lots at Tewksbury State Hospital; Mike will provide parking attendants
 - d. Vendors
 - Food, craft and specialty
 - possibly cider donuts Mary Jo M. working on
 - Mike E. 20x20 and 20x40 tents, tables, chairs and staging
 - Mike E. Placement of tents, vendors and staging on field. Will need count of vendors, food and crafters

- e. Entertainment/Schedule
 - The list is growing: North Shore Acapella (2:30 – 3:15), Swinging Seniors, Frisbee Dog, Lou the Balloon, Awesome Rob the Magician, dance routines
- f. Games and Activities
 - Hula Hoop, Sac Races, Cupcake decorating, bracelet making, pie eating, Cookie bake-off, pie baking, lip sync
 - need area designated for field games
- g. Full Info Flyer
 - Notice for St. Williams bulletin (Moirra G. working on)
- h. Volunteers/Sign-up Genius
 - Elaine K. is working on Sign-up Genius
 - Mary Jo looking for more volunteers

Other items:

Michael Earley is interested in joining the committee.

Upcoming Meeting Schedule

Next Meeting Scheduled for: Monday, August 17, 2015

Time: 7:00 PM

Place: TPD

Meeting adjourned @ 8:00 PM

List of Documents and Other Exhibits used at Meeting:

- Way finding system map

Documents and Other Exhibits used at meeting will be available for review at:

(Office)