

Hollis Community Days Committee - Agenda - 2024

Date: Jan, 09, 2024

Time: 6:00PM

Location: 35 Town Farm Rd, Hollis Maine 04042

I. Call to Order:

1. Roll call of members

II. Approval of Previous Meeting Minutes:

1. Review and approval of the minutes from the last meeting

III. Treasurer's Report:

1. Financial updates
2. Deposits Posted
3. Newly Received Sponsors?
4. Budget review and adjustments, if necessary

IV. Updates on Action Items:

1. Status check on tasks assigned in the previous meeting.
2. Deadlines Approaching
 - a. March 1st: Advertisement
 - b. April 1st: Entertainment
3. Identification of any outstanding items

V. Event Logistics:

1. Confirmation of tent and stage reservations
2. Inflatables and entertainment updates
3. Sponsorship status for fireworks
4. Games and Events
5. Food / Vendor Information
6. Parade Information and Logistics
7. Miscellaneous Logistics - Fire Department , Rod & Gun Club, Hollis Lions, etc....

VI. Bingo Logistics:

1. Discussion and decision on the inclusion of Bingo
2. Planning and logistics for Bingo if approved.
3. If not approved during this meeting, then we will scrap this idea until another year.

VII. Volunteer Coordination:

1. Recruitment and confirmation of volunteers

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2. Assignment of roles and responsibilities
3. Signups and Local Clubs

VIII. Advertising and Promotion:

1. Progress on promotional materials
2. Status of sponsorships and partnerships
3. Marketing strategies update

X. Any Other Business:

1. Open floor for additional topics or concerns

XI. Next Meeting Details:

1. Set date, time, and location for the subsequent meeting.

XII. Adjournment:

1. Confirmation of the next meeting date and time
2. Motion to adjourn.