

**Special Events Committee of EDC
Minutes of November 17, 2017**

Present: Christine Collins, Mari Leathers, Alan Harding and Linda Murray

The Committee discussed the entertainment for Last Night in Wolfeboro 2017.

Mari agreed to talk to businesses regarding prizes for the scavenger hunt and bingo. She will also ask for donations for next year's event.

The Committee discussed the layout of the Great Hall for each event. Just Bob and Marla will need the room set up facing the windows on South Main Street with space for children to sit in front of the chairs. Tricky Dick, the magician, will use the stage with sitting space in front of the chairs. Balloon man will start in the front hall of the Town Hall and will need a table and chair. Bingo will need 12 tables. Contra dancing will need the space empty of chairs and tables.

Snacks will be provided by the Abenaki Ski Team in Great Hall entrance from 12:30 to 4:30.

The Committee will request that cleaning materials like mops and brooms be provided to the Committee so that the floor can be clean between events.

Alan Harding will cover All Saints Church. He will meet balloon man at the church and take him to the Town Hall and bring him back to All Saints Church. Alan will take care of providing the balloon man with a space, table and chair. The All Saints Church menu for a lasagna dinner was provided to the committee with a cost of the \$10.00 with children under 5 free and a family cost of \$30.00 with all proceeds going to the church.

There was a long discussion regarding the Flyer. Christine will change the format since she has had issues using the one from last year. The committee decided to place a map on the back of the flyer showing the locations of events, parking and the businesses taking part in the scavenger hunt.

Linda is to get back to WASR regarding interviews. Christine will contact Fosters, Channel 9 and design a Facebook page. Linda will check with Community TV to see if the station will do a spot with the Committee. Linda will get the permits for the banner and signs.

The Committee was pleased to find out that the Cate Memorial Fund had awarded the event \$800.00 so with the \$350.00 of donations from last year all entertainment costs have been covered. Donation jars will be set up at the front and back doors of the Great Hall and at All Saints Church to help fund next year's event.

Alan will design a questionnaire.

The next meeting of the Committee will be Wednesday, December 13 at 8:00am at the Town Hall Annex Conference Room.

Respectfully submitted,

Linda Murray