

## **Sandown Old Home Day Committee Meeting Agenda**

**6:30, Tuesday, September 14, 2021**

Meeting Location – Town Hall

Invited Guests – Fire Department, Historical Society, Paula Gulla, and Police Dept.

Call Meeting to Order

Open to Public Comment/Input

Secretary Report – Review minutes

Treasurer Report – Review report/Review budget

Expenses voted upon – Receipts available.

Subcommittees Reports.

Site Update- Test walkie talkie

Signage - OHD

Fencing

Parking signs

Chair availability/rental

Electric and Water Availability

Electric Panel

Set up Update – Tent set up on Thursday, Sep 23, Cow Area fenced on Friday, Sep 24, OHD Advertisement signs placed, programs finalized and prepared for printing, obtaining wrist bands for Friday night and Saturday for inflatables. Welcome Tent set up with tables and chairs, raffle tickets, selling CPBingo squares, Jelly Bean guess games, Coloring Station monitored, accepting of Carved Pumpkins for judging. Discuss band switching, and introducing each group.

Marketing Update– Pat – ensure sign is updated weekly. Placement of signs/Placement of weekend signs the week prior/Update Channel 17 with schedule of events weekly.

Schedule of Events Review

Thursday Night 5-8 – Zorvino Vineyards will host an OHD PreEvent, however will be by reservation only due to limited parking, and another event the premises. There will be a raffle, items to order off menu.

Thursday, Tent set up at 4PM

Friday, 8am – Portajohns, Recycling mobile, and Inflatables arrive and determine placement, Cow Plop Bingo area set up, signs posted, decorating area, ensure place for Balloonist and Tattoo person, decide on where vendors will be placed, print out the schedules for handouts to be given by the Police Explorers, Prizes are all prepared for each contest, pies purchased. Wrist bands are provided for Beer tent.

Friday Night: Events – Entertainment/Vendors/Coordination

Historical Society – preparation

Band update –Food Vendor update

Saturday Events (set schedule) – Vendors/Coordinate/Food Vendors

Start 9 -Bike Parade

Finalize schedule

Vendor update

Food vendors update

Entertainment update – confirm waivers and insurance for food vendors and all entertainment

Games Update –Girl Scouts

Citizen of the Year – Boston Cane Recipient identified as oldest person in Sandown update

Youth of the Year- update – nominations in by 9 Sep

Cow Plop Bingo – Cow will arrive at 12

Decorations, signs made, game stations status

Pie Eating Contest/Pumpkin Carving Contest/coloring table

Discuss putting out signs on roadside/plan

Corn Hole competition may occur.

Sunday, Sept 26 Update

Fire Dept. update – 11-2 Serving Hotdogs and Hamburgers, selling blue bulbs for \$5.00 donation.

Police Dept. update 11-2

Depot and Museum update 11-2

Meeting House update. 11-2

Actions:

**Old Business** – review tabled events from previous meetings

Master of Ceremonies/Opening Events

Schedule

New Business –

Next Meeting Tentative Schedule... Sep 20 and Sep 24

Adjourn

Times are approximate.

Please visit our Facebook page Sandown Old Home Day Fall Festival for updated information. Please be advised that some items on the agenda may be postponed for discussion to the next meeting if the meeting extends beyond 930pm. This agenda may be adjusted as needed.