

**MANSFIELD DOWNTOWN PARTNERSHIP
ADVERTISING AND PROMOTION COMMITTEE
Festival on the Green Subcommittee
Monday, September 19, 2011
CONFERENCE ROOM B
MANSFIELD TOWN HALL
(860) 429-2740**

5:00 p.m.

AGENDA

1. Call to order
2. Public comment
3. Final Review task list (Attached)
 - Activities – Kathleen
 - Advertising – Kathleen
 - Art – Kim/Kathleen
 - Food – Kathleen
 - Music – Rod
 - Parade – Tom/Barry
 - Review Line-up – All
 - Set-up – Natalie
 - Review Site Plan – All
 - Sponsors – Cynthia
 - Volunteers – Kathleen
4. Follow-up from previous meeting
5. Final Review Master Events list (Attached)
6. Final Review Master Schedule (Attached)
7. Review Rain Plan
8. Supplies Needed list (Attached)
 - Check-in supplies
9. Finalize Committee Contact List for day of (Handout)
10. Celebrate Mansfield Weekend
 - Vintage Mansfield – Janet/Kathleen
 - Picnicpalooza! – Kathleen
11. Other

(over)

12. Next meeting date – ***Sunday, September 25, 8:00 am at the “HQ” tent!***

13. Adjourn

After Meeting (Thank you!):

1. Pick out t-shirts

2. Hang banner between trees in front of E. O. Smith High School

3. Distribute A-frame Festival signs at the following locations:

- N. Eagleville Road and Storrs Road (on right side when heading north)
- Four Corners (at former Bates Citgo)
- S. Eagleville Road and Storrs Road (corner of Town Hall lawn)
- Route 195 and Route 89 (between the General Store and Route 89 on left when heading south)
- Dog Lane and Storrs Road (near kiosk)
- Route 32 and Route 275 (near Joshua’s Trust building)