

MANSFIELD DOWNTOWN PARTNERSHIP  
ADVERTISING AND PROMOTION COMMITTEE

**Festival Subcommittee**

**Tuesday, September 2, 2014**

**Mansfield Downtown Partnership office**

**23 Royce Circle**

**(860) 429-2740**

**3:00 p.m.**

**MEETING**

**AGENDA**

1. Call to order
2. Public Comment
3. Approve Minutes from August 25, 2014 (attached)
4. Review Master Events list (attached)
5. Review participant packet
6. Review Festival site plan
7. Report on distribution of Festival posters, flyers, and cards
8. Review Task List:
  - Activities – All
  - Advertising – All
  - Art – Kim/Kathleen
  - Food – Sarah
  - Music – Kathleen
  - Parade – Millie/Rick
  - Sponsors – Kathleen
  - Volunteers – KathleenReview draft needs list (attached) – All
9. Review Supplies list (attached)
10. Open discussion
11. Adjourn

**Next meeting: Monday, September 8, 2014**