

MANSFIELD DOWNTOWN PARTNERSHIP  
ADVERTISING AND PROMOTION COMMITTEE

**Festival Subcommittee**

**Monday, September 8, 2014**

**Mansfield Downtown Partnership office**

**23 Royce Circle**

**(860) 429-2740**

**5:00 p.m.**

**MEETING**

**AGENDA**

1. Call to order
2. Public Comment
3. Approve Minutes from September 2, 2014 (attached)
4. Report on distribution of Festival posters, flyers, and cards
5. Review Task List:
  - Activities – All
  - Advertising – All
  - Art – Kim/Kathleen
  - Food – Sarah
  - Low-waste event – All
  - Music – Kathleen
  - Parade – Millie/Rick
  - Set-up – Kathleen
  - Review site plan – All (handout)
  - Sponsors – Kathleen
  - Volunteers – Kathleen
6. Review Supplies list (attached)
7. Open discussion
8. Adjourn

**Next meeting: Monday, September 15, 2014 – *Last meeting before event!***