

MANSFIELD DOWNTOWN PARTNERSHIP | ADVERTISING AND PROMOTION COMMITTEE

Festival Subcommittee

Monday, September 12, 2016

Mansfield Downtown Partnership office, 23 Royce Circle

(860) 429-2740

5:00 p.m.

AGENDA

1. Call to order
2. Public Comment
3. Final updates from committee members:
 - Activity Booths – Kathleen
 - Entertainment/Music – Kathleen
 - Food – Janine
 - Parade – Rick and Millie
 - Sponsors – Cynthia
 - Volunteers – Kathleen
4. Review Master Event List (handout)
5. Review and update supplies list (attached)
6. Final update on distribution of posters, flyers, and cards
7. Review Master Schedule (handout)
8. Update contact list for day of event
9. Other concerns for day of event
10. Adjourn

Next Meeting: 13th Annual Celebrate Mansfield Festival – Meet at 7:00 AM at the Partnership office

Placement of Festival A-Frame Signs

1. Mansfield Public Library (lawn)
2. Four Corners (at CVS)
3. S. Eagleville Road and Storrs Road (corner of Town Hall lawn)
4. Route 195 and Route 89 (between the former General Store and Rte 89 on left when heading south)
5. Corner of Storrs Road and Bolton Road (on Town Square side of street)
6. Route 32 and Route 275 (near Joshua's Trust building)
7. UConn Bookstore (campus location)
8. Vinton Elementary School