



CITY OF SWEET HOME CAPITOL CHRISTMAS TREE COMMITTEE AGENDA – Revised -

September 4, 2018, 10:00 a.m.
Sweet Home Chamber of Commerce
1575 Main Street
Sweet Home, OR 97386

ONE TREE, ONE TOWN, ONE SWEET YEAR!

10:00-10:05 Introductions

10:05-10:10 Review minutes from 8/21/18

10:10-10:45 **Committee Reports:**

- **Parade:** Kellie
 - What assistance is needed from the Committee regarding the planning of the parade?
 - Cedar Shack/Jan Hufford have agreed to create the yule log.
 - Action Items:
 1. Create list of possible entries to send applications to
 2. Write out game plan for staging, check-in, etc
 3. Complete 'Special Event Task List/Time Line'
- **Street Fair:** Shirley
 - What assistance is needed from the Committee regarding the planning of the street fair?
 - Action Items:
 1. Complete 'Special Event Task List/Time Line'
 2. Create detailed map of fair
 3. Reserve/Lease/Rent generator
- **Concert:** Robert
 - Seating in Gymnasium: 1600 approx.
 - Action Items:
 1. Complete 'Special Event Task List/Time Line'
 2. Research B&G Club stage to see if it is sufficient (if used, measurements need to be given to the school)
- **Treasurer Report:** Patty
- **Donor Relations:** Dave
- **Invitations Report:** Diane
- **Community Decor:** Jennifer/Dominic
- **Marketing Report:** Miriam
- **Forest Service Update**

10:45-11:00 Action Items:

1. Contact Milt Moran request his attendance at a meeting
2. Complete Task Lists / Time Lines by next meeting

11:00 Adjourn/Next Meeting September 18th 10:00am

Dates of Sweet Home's Capitol Christmas Tree Committee Meetings

September 18th

October 2nd

October 16th

November 6th