



Earth Day Committee Planning Meeting
Executive Conference Room, City Hall
March 26, 2015, 12:00-2:00pm

Approval of Minutes

Review of Updates (5 minutes each)

Budget and Review of Sponsors and Vendors

Timeline Review

Any area not on track?
Concerns?

Items for discussion

T-Shirts (Courtney)

Who needs them and what size?

Shirts for CHOA?

Onstage schedule for festival day finalized (Jack)

Park layout and booth assignment (Jack/Kathy)

Decide on large activity placement (rock wall, hamster balls, etc.)

Use Booth/Vendor spreadsheet with notes on requirements to assign a booth number to each.

Volunteer food (Barbara)

Next Meeting:

Day of festival logistics activities: what, what, where, when and how!