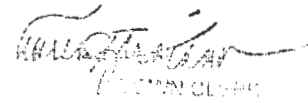


Town of Stafford
Events & Celebrations Committee

RECEIVED
STAFFORD, CT

Special Meeting
Tuesday, June 13, 2023
6:30pm

000 JUN 12 PM 1:03



WARREN MEMORIAL TOWN HALL

Warren Memorial Town Hall
1st Floor Conference Room

1. Establish quorum and call the meeting to order.
2. Memorial Day Parade
 - Recap with Committee
 - # of participants in the parade this year.
 - Feedback on how the parade worked for those in attendance.
 - Discuss thank you letters/emails to all the participants.
 - Assessment:
 - Overall Communication with participants before during and after the parade
 - How participants felt regarding the parade lineup
 - Suggestions on how we can do better moving forward.
3. SummerFest (June 28, 2023)
 - Review of Activities for Kids
 - Confirm Activities selected.
 - Confirm Volunteers to facilitate the activities.
 - Confirm Signup Process for Activities
 - Information for Website
 - Current Vendor/Organizations/Food Trucks that will be in attendance.
 - Updates from the previous meeting
 - Committee Tasks Prior to.
 - What needs to get done.
 - Committee Tasks During Event
 - Information Booth
 - Coordinator of Kid Activities
 - Vendor Check In
 - Any additional tasks?
 - Logistics
 - Assessment
5. Applefest (September 30, 2023)
 - Review of Website
 - Review of Confirmation letters
 - Discussion on Logistics
 - Site Visit to Haymarket Common
6. Discuss events calendar and potential future activities.
7. Adjournment