

Notes from the 1st meeting of the Yearly Event Planning Committee

- 1.) **Place:** Talked about going back to the Meridian Park; Senior Center; Checking on Providence's new place; want to check on the Wild Oats building in Bridgeport Village as well as the Bombay building at Bridgeport Pointe as possible venues.

Decided against the Hazelbrook Middle School building and the High School Auditorium but like the possibility of the High School Commons perhaps for the 5 year update major Event.

- 2.) **Discussed time line and amount of time as follows:** Possibly a longer period such as 2 ½ hrs or 3 hrs; maybe do a longer open house on a Saturday or Sunday 4-5 hrs; or perhaps do a two day Event – 2 nights so if can't make one maybe can make other.
- 3.) **Need to know when other Events are planned such as:** Celebrate Tualatin, Health Fair, Spring Fling, YAC events, what other events such as big sports, music, art, Senior Center , Historical Society etc maybe going on so we can choose an appropriate time. We discussed doing this Event even earlier than May ... perhaps April or March?
- 4) **We have decided against Childcare** ...we have done this three times and it really isn't used for the last 2 times SOOO instead we want to focus on the idea that you BRING the whole family ... no worries we are HAPPY to have the baby in the stroller, the kids, the tweens on up! A definite family affair
- 5.) **Food & Drink:** We like the idea of getting donations if we do this someplace like the Bridgeports; if Meridian we know what that looks like.

- 6.) **Banners:** We will need to update one of our Banners only to go on the spot wear banners go.
- 7.) **Lawn Signs:** We have about 10 or so left and we will need to update the date on 3-4 of those. We think we should order about 16 more 10 generic and 6 with a date and so we will "grow" our Lawn Signs from year to year without actually breaking the bank.
- 8.) **Publicity:** We should have Brochure by then of course. We will need something in the City Newsletter, Chamber Newsletter, hopefully our Newsletter/Periodical about minimum 2 weeks to a Month Before. Talked about Flyers and think we should do a flyer with English on one side and Spanish on the other definitely to send home to the Parents in the Middle and Elementary schools. Also could use at the Spanish Grocery Stores and perhaps the Library. Emails and Phone Bank. Possibly TVCTV "ad" Ad and some newspaper articles And? Suggestions?
- 9.) **Look & Feel:** We liked our set-up and the colors so pretty much feel that works depending on the space we don't choose to wonder too much from that.
- 10.) **Drawing Prizes:** We want more and we want a drawing maybe every 15-20-30 minutes during the Event ... not sure how or what this will look yet but this is after all just our first meeting!

Thoughts and suggestions greatly appreciated!