



## **CITY OF SWEET HOME CAPITOL CHRISTMAS TREE COMMITTEE AGENDA**

April 17, 2018, 10:00 a.m.  
City Hall Annex  
1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97396

- 10:00-10:15 Role Selection:
- City Capitol Christmas Coordinator: Susan Coleman
    - Coordinate all aspects of City Capitol Christmas
  - Treasurer: Patty Houlk
    - Provide monthly income/expense reports
  - Secretary: \_\_\_\_\_
    - Take notes at each meeting & distribute to members
  - Parade Point Person: \_\_\_\_\_
    - Organize elements of the parade; submitting permit requests, soliciting parade entries, communicating with Coordinator
  - Celebration Event Point Person: \_\_\_\_\_
    - Organize elements of the event; entertainment, vendors, permits
  - Clover Park Planner: \_\_\_\_\_
    - Plan layout, strategy, contributors to Clover Park
  - Donor Relations: \_\_\_\_\_
    - Solicit and communicate with donors
  - Marketing: \_\_\_\_\_
    - Create communiques for events and activities to be posted with news sources and social media
  - Design Coordinator: \_\_\_\_\_
    - Coordinator design elements on city streets/city hall/city park
- 10:15-10:20 Vote on décor elements (pole mount décor & banners)
- 10:20-10:25 Appoint person to research wreaths, string lights, solar pole attachments, swags
- 10:25-10:30 Appoint person to complete grant request from Siletz Tribe
- 10:30-10:40 Organize Celebration Event Sub-Committee
- 10:40-10:50 Discuss and vote on donor rewards & recognition
- 10:50-11:00 Review budget proposal
- 11:00 Next Meeting May 1<sup>st</sup> 10:00am  
Adjournment

