



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

October 16, 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 Review minutes from 10/2

10:10-10:25 **Review Task List/Timeline:**

- **Questions to be answered:**
  - Any changes?
  - Do you see any missing tasks you will need to do?

10:25-10:35 **Committee Reports**

- **Treasurer/Financial Report:** Susan/Patty
- **Marketing Report:** Miriam & MacKenzie
- **Forest Service Update:**

10:35-11:00 **Action Items**

1. **Email blast** to businesses requesting they decorate for the parade. Nov. 3<sup>rd</sup>:  
Decorating Clover Park & if businesses need help: **Volunteers needed**
2. **Parade:** Applications have been received. The applicants will need to be contacted to make sure they understand everything
3. **Street Fair:**
  - a. Keep updating vendor list
  - b. jury the items
  - c. contact applicants
  - d. create a map with numbered spots
4. **Logging Exhibition:** Need volunteer
5. **Dignitaries:** contact them to let them know there is reserved seating at the Chamber for them to watch the parade. **Lance:** Would some of the Forest Service people like to sit at the Chamber
6. **Marketing:** Posters up at Senior Center, Sugar Vibes. Maybe ask if churches would like to post
7. **Finalize program**
8. Need someone to meet with Sunshine Industries and explain our needs

11:00 Adjourn/Next Meeting October 30<sup>th</sup> or Nov. 6<sup>th</sup>? 10:00am

Dates of Sweet Home's Capitol Christmas Tree Committee Meetings

October 30<sup>th</sup>?  
November 6<sup>th</sup>