

Beautification Committee Agenda August 9 2022

1. Sunflower Winners
2. Additional Invitees
3. Set up Help (need to arrive by 5:30pm)
4. Snacks/ Food / Drinks
 - a. Water (Bottled)
 - b. Lemonade
 - c. Finger Foods / Snacks
5. Tear Down (should be done by 8:45pm)
6. Nametags
 - a. Beauty Team - Printing Needs To Be Completed
 - b. Attendees - Need Blank Stickers and Permanent Markers
7. Event assistance
 - a. Greeting
 - b. Food Prep Area
 - c. During Event Cleanup/Server/New Drinks etc
 - d. Passing out awards
8. Needs for the day
 - a. Paper products (Cups, Plates, Napkins, Utensils)
 - b. Serving Utensils
 - c. Tablecloths
 - d. Tape (for tablecloths and decor, masking/duct)
9. Already done
 - a. Programs
 - b. Invitations
 - c. Centerpieces
 - d. Displays
 - e. Decor
 - f. Sound/Speaker/Microphone
 - g. Posters/Visual Aids
 - h. Podium
 - i. Secured location (Riley Park) FYI- next year plan to book in March/April
 - j. Prizes for Sunflower Award winners
 - k. Photographer - Resident Jan Bajek