

Meeting notes from 5/22/18 meeting

In attendance were: Karen Pride, Deena Bruns, Mark Mayone, Colette Howe, and Frank Butterworth.

Rose was not able to be there but gave me her report via email and I delivered to the committee.

We reviewed the notes from last meeting, went down through the checklist, and determined the following outstanding items still need to be addressed:

Karen has lined up a soloist guitar player (Gary Richardson) to play from 7-7:30 leading up to the Symphony performance. Just need an invoice so we can get a check for him.

Frank is to check to see if the Ukulele group is still available if we can secure a ride for them.

Deena will check the Lions storage shed to see if the wooden animal signs Rose got last year are there.

Rose is going to put out the Road signs for the event sometime next week. She has 7 crafter/artists confirmed.

Karen and Frank will fill water balloons the morning of FFD. Frank to bring the hose and split Y attachment for the water spigot. Frank to order water balloons.

Collette will confirm the parade attendance by the folks at the Landing.

Ellie will follow up with the CEHS Choir Director about Singers for the SSB opening ceremony.

Frank will prepare remarks for our Emcee for opening ceremonies.

Frank needs to pick up trophies having plates engraved.

Frank will run the water balloon toss.

Frank will pick up gift certs for Emcee and singer.

Food trucks confirmed are Salt Box Cafe, Cousins Maine Lobster, Gorgeous Gelato, and Mark will confirm the kettle corn and lemonade vendor.

A copy of the checklist is attached with outstanding items highlighted in yellow.

We started the meeting at 6:30 PM and ended at 7:25 PM.

Thanks to all for all you are doing and have done!!

Frank B

Family Fun Day Check List- 2018

Parade	Contacted	Confirmed	Assigned
Parade Permit	Done	Done	Frank
Public Safety and Public Works			Frank
Costumed Characters/Changing Place/ contact fire chief			Frank
Sluggie	No	No	Deena
Red Claws Crusher	Done	Done	Frank
Crusher needs a ride for parade	Done	Done/Wet Team Boat	Anyone?
Maine Mariners Hockey??	No	No	
Bean Bootmobile	NO		Frank
Otto the Moose	?No	No	?
Other Bands	?	?	?
Scout Color Guard/Get gift certs	Done/AJ Dinino	Done	Frank
Other Floats, Tractors, Etc.	Done	Done	Anyone
Portland Fire Co Truck/COI ?	Done	Yes	Frank
Band on Fire Truck	Done	Yes	Jean
Wackets (Liz Huebner)	?	NO	?
Recycle Drill Team	?	NO	?
Parade Trophies and Ribbons	Done	Done	Frank
USCG	?	NO	?
Antique Cars	?		All
Parade Rules Distributed to CELL plus others.			Frank

Maine Radio: Walkies: Rick Barker			Frank
Opening Events of the Day			
Opening Remarks to Emcee	?	?	Deena/Frank
Star Spangled Banner singer	Done	?	Kathryn
SP Sea Scouts	Done	?	Frank
Marching Band Play	Done	Done	Jean
Emcee (Kyle)	Done	Done	Deena
General			
Park Permissions	Done	Done	Frank
Parking– Bob Malley, PWD	Done	Done	Frank
Porta-Potties – Bob Malley, PWD	Done	Done	
Event Schedule			Karen
Weather Call (What Day?)			
Move Equipment Shed? Bob Malley	??		Frank
Picnic Tables moved to field	Done		Frank
Tell Park where to locate picnic tables /Gazebo			Frank
Participant layout map			Frank & Karen
Send out map to participants			Frank
Layout field with marking paint Friday afternoon			Frank & Mark
Mark vehicle path to stage behind Lions Games, no parking signs. Friday PM or Saturday AM early.			Frank
Mark out Dog Show ring with stakes and rope.	Done	Done	Karen
Stage Set Up: Saturday AM (6:15) Confirm time			Frank

Bob Malley: Marking paint for field layout, wooden stakes, caution tape, no parking signs to layout vehicle path to stage, bull horn for dog show, Lights for exiting after fireworks, vehicle path for exiting parade vehicles,	Done		Frank
Signage for the Day/Schedule and Directional signs on field		Overlay times and events On old signs/ arrow signs	Frank
Publicity			
Newspaper Articles and Ads (Courier, Current, Forecaster) Ads			Karen Frank
Schedule of Events in Paper			Karen
Town Website	Done	Done	Karen/Wendy
Transfer Station Marquee	Done	Collette	Rose
Facebook Page	Done	Done	Karen
Games			
Kids Games ?			
Lions Club	Done	Done	Deena/Colette
Lions Train Ride	Done	Done	Done
Lions Games	Done	Done	Deena /Colette
Middle School Group Game Selected: ?	Done ?	? ?	Frank ?
Activities			
4 man Bungee/Adventure Climbing Sponsor: FWF COI: ?	Done/ Done	Done	Frank

Climbing Wall/Evo Sponsor: ? COI: ?	Done	Done	Frank
Moon bounce / Sponsor Lions/scouts	Done	Done	Frank
Obstacle Course/ Sponsor Class of 2019	Done	Done	Frank
Face Painting/CEHS Volunteers Contact Chris Newell	Done	Done	Frank
Petting Zoo COI: ?	Done ?	Done ?	Frank
Party Palooga (Balloon animals)	Done	Done	Frank
Fishing Hole	Done	Done	Frank
Entertainment			
Music System (Headlight AV)/	Done	Done	Deena
Have musicians contact sound co.	TBD	TBD	Frank
Stage and Canopy	Done	Done	Frank
Don Campbell	Done	Done	Jean
Mad Science	Done	Done	Rose
Sea Grass	Done	Done	Deena
EVENTS			
Water Balloon Toss/Balloon supplier	Done	?	Frank/Karen?
Dog Show: stake out a ring, ribbons, registration book and table for email addresses, photos with large ribbon.	Done	Done	Karen & ?

Rope and stakes.			
Vendors			
Email previous and new vendors to see if coming	Done		Frank
Contracts Rules and Regs Out	Done	Done	Frank
Artisans			
Contracts Out	Done	Done	Rose
Evening Events			
Food Vendors	Done	Done	Mark
Casco Bay Concert Band	Done	Done	Jean
Fireworks			
Permissions	Done	Done	Frank
Central Maine Pyrotechnics/ Certificate of Insurance: need	Done/ ?	Done/ ?	Frank
Fireworks Security	Done	Done	Frank
