**Minutes of the Church Fair Meeting September 11, 2018**

Present: Barb Harrold, Ron Mertens, Bob Lay, Dave Niles, Pastor Chris, Kim Mosley

Meeting began with updates from each coordinator:

Kim M-Following worship on 9/16 there will be a meeting of all the table chairs which Barb H will lead.

Ron M.-He and Jen P. have six prize baskets planned:

**Faith Circle**-kitchen theme

**Choir**-origami money tree

**Stephensons**-Love a Mystery theme

**Lay Family**-BBQ theme

**Sunday School**-game basket (we may need to help supplement this as SS population is small)

**Ministry Team**-possibly Wine and Cheese but will confirm on Monday 9/17

Jen and Ron are making up a brochure with info about each basket and mailing out with raffle tickets a few weeks before the Fair to get as many pre-Fair sales as possible. Estimating each basket should be valued at $200-$500.

Bob L.(publicity)-Has been in touch with Kit at St James. They do not yet have a chair for their fair and in discussing with Kit it appears that their fair is much smaller than ours. It only runs Saturday from 9-2. Bob feels that running a shuttle would not make sense given the limited hours. But they did agree to work together as much as possible to cross advertise each event. Bob had looked into using the COA shuttle van (the answer was no) and Sandy Keene has been investigating other shuttle possibilities but as noted above this does not seem like something we need to pursue further. Bon is also interested in publicizing the fair in the new Haverhill Life publication.

Bob and Jen P. (social media) have been working together. They are asking for a blurb from each table chair describing their tables and what they will have for sale (Barb will bring this up with table chairs at meeting on Sunday). They have ideas for wider and deeper advertising with additional content.

Sandy K. (entertainment) has reached out to schools, local acting companies, etc. but has no firm commitments yet. Will continue to work on it.

Dana Sherburne has a signup list started for greeters and also wants to ask kids to participate. \*Note at our next meeting we need to talk more with Dana about the flow of foot traffic\*

Amy S. (vendors) says Memorial Hall is filled. She has decided to use the nursery for four vendors. She has a couple of Friday night spots available on the first floor, including the nursery. She is in favor of renting tables instead of using the tables in the downstairs classrooms. It would make things much easier (rented tables are plastic and lightweight) and cost is only $2.50 per table.

Barb H. (set-up) discussed the logistics of renting a POD. Where can we park it that makes the most sense? What is the easiest way to move big furniture out of Memorial Hall and the Parlor? Barb is working on a strategy to make it all flow smoothly. The plan is for the moving to be done after worship on November 4. Barb will order the POD.

Dave N. (decorations) will work with Barb. Priscilla Styer may also want to be involved. Barb will follow-up with her. Decorations will begin to go up the Sunday before Halloween.

Mark S. (outdoor signs) There was much discussion about signs. Do we need new ones? Barb will work with Dave N. and Mark (?) on this. Do we need more banners? There is a cable across from Town Hall, would it be cost effective to have a banner made to hang there? We need a new sign for the A-frame. Bob L. and Barb will coordinate on the banners.

Pastor Chris (music) is working on having music in all the rooms used at the Fair. His plan includes using FM radios in various locations to play Christmas music and GCC commercials which he creates. If there are any music performances in the sanctuary the radios would play those live.

Next Meeting: Tuesday October 2 at 7pm

Coordinators Snowflake Fair 2018

Kim Mosley-978-317-9495 Lead

Amy Szarek-978-380-2902 Vendors

Barb Harrold-978-509-1727 Set Up

Bob Lay-978-618-1290 Publicity

Jen Peterson-978-521-0628 Social Media and Prize Drawings

Mark Szarek-978-373-2622 Outdoor Signs

Dave Niles-978-521-3466 Decorations (helper)

Tracy Gilford-978-994-3314 Parking

Ron Mertens-978-914-7088 Prize Drawings

Dana Sherburne-978-857-6955 Greeters

Sandy Keene-978-457-6929 Entertainment

Chris Reagan-617-686-2065 Meals Lead