



Arbor Day Event Planning Meeting

March 22, 2021

Michele, Gail, Lindsey, Greta, Cari

GENERAL INFO

April 30 - 1-6pm - MarVal shopping center

10x10' booth

VOLUNTEERS

Lindsey has been mapping out time slots for volunteers & board

Approx. 1 hour slots for everyone starting at noon, ending at 6:30

Need 3 more volunteers

Cari - Keep pushing out social posts for volunteers

BOOTH

Hopefully passing out the tools at event (18 families), possibly tiny home as well

-request for 10x20' booth to fit tools or end booth so we can leave tools in a pickup bed

Greta has a dump trailer if need help hauling tools down

Cari - bring ez up to Michele Sunday to tool testing, chairs, mailchimp link for sign up with QR code & hard copy - put people into " Arbor Day" tag, check dollar tree for plexiglass frame, send out newsletter to volunteers for Arbor Day volunteers & marketing committee member (as much info as possible), clear packing tape for Michele (check stash)

Michele has about 200 ROS fliers - print more?

Michele - QR code for application for assistance (& hard copies) & plexiglass "frame" for flier to sit in, clipboards, Newsletter sign up sheet, tiny home flier, candy & basket, clipboards, tables, chairs, fliers, more space to sign up on sheet (send to Gail)

Lindsey - one sheet for volunteers with FAQ, what to say, etc (put it at the booth for volunteers to use as "cheat sheet" at event)

Hand out candy at booth to get people over and start conversation

Gail - candy for booth, fix sign up sheet from Michele

Have another planning meeting at the beginning of April

AUCTION

Michele - get info to Greta & Lindsey

Have info at Arbor Day booth if ready by then