

## Richmond Parade and Fireworks Committee

### April 20th, 2023, 7:00 pm - Agenda

Richmond Town Center Meeting Room, 3rd Floor – 203 Bridge Street, Richmond, VT

Meeting may also be joined online or by phone

Join Zoom Meeting: <https://us02web.zoom.us/j/85775052827?pwd=L2JRaFVhTTZSUjUrODFJaEdSckJ1QT09>

Meeting ID: 857 7505 2827 Passcode: 844017

Dial by your location: 1 929 205 6099 Find your local number: <https://us02web.zoom.us/j/85775052827?pwd=L2JRaFVhTTZSUjUrODFJaEdSckJ1QT09>

1. Updates from Sue
2. Updates from Duncan or other town staff
3. Who is coordinating the vendor sign up and pre-pay? Can it be done electronically?
4. Review “Event Coordination and Project Lead” chart (attached) and assign out tasks or recruit.
5. Check on float sign up
6. What are the top priority items for April/May to accomplish?
  - a. Who will do them and by when?
7. Coin drop shifts and sign up - who is coordinating?
8. Fun Run - did we get the name of the organizer from Linda?
9. Other items?

#### Event Coordination Categories for Project Leads

Category	Person in Lead	Complete? Notes
Budgeting / Finance		
Fireworks		
Food		
Car Show		
Trash / Recycling	Sue	Done
Soda Sales (does a non-profit or town want that)		
Mapping / Timing		
Parade Logistics	Reggie/Duncan/Ken	Done
Donations		
Vendors		
Music	Carole / Jay	Karaoke Contest
Swag (T-shirts / water bottles / beach balls)		
Marketing	Stefani / Rebecca	
Fun Run		
Day of Events		
Kids Games		
Bathrooms	Sue	
Supplies, Tents, tables chairs	Sue	
Security Detail (Norman Style!)		