

Boxford Cultural Council
Art & Blooms Festival Planning Meeting
May 3, 2022
11:30 AM

Agenda

Join Zoom Meeting

<https://us02web.zoom.us/j/81514147221?pwd=bk9iOVRMM0ozQUppdHYxaDFXZlg4QT09>

Meeting ID: 815 1414 7221

Passcode: 599775

One tap mobile

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Dial by your location

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1. Call to Order & Attendance

2. Update on Preparations for May 12-15 (Next Steps from April 12 Minutes)

- **Sue:** Email artists & artisans a reminder to submit their Call for Entry forms ASAP. Attach **Call for Entry** form. Let artists know they can also drop off their paintings on Thursday. **Progress:**
- **Sue:** Buy & prepare the Artwork Labels. **Progress:**
- **Steph:** Order 200 more promo postcards. **Progress:** done
- **Steph:** Provide promo cards for distribution. **Progress:** done
- **Caren:** Arrange for large chalkboard **sign** for outside Lincoln Hall the week before the festival. **Progress:**
- **Steph:** Follow-up with Police Chief about the Festival. **Progress:**
- **Caren:** Recruit a few volunteers for **table & room set-up** on Thursday 5/12) late afternoon, & the breakdown of tables after Market Closes & set-up of chairs for concert from **4-6pm** on Saturday (5/14). **Progress:**
- **Steph:** Make & email the **Helping Tasks-Time Sign-up Sheet** & encourage members to recruit a couple family/friends to help-out. **Progress:** done
- **All:** Please check your email - **pick-up & distribute the promo postcards.**
- **All:** Please plan to make **cookies/brownies** for Friday & Saturday. Note: If you want to bring a cheese/cracker plate, grapes (tiny bunches on stem for hygiene) for the small reception, **please let Carole know.** **Progress:**

3. Status of Distribution of Promo Cards

General Plan: Listed below are places to hit with the postcards.

April 21st – 30th Initial Distribution
(see who signed-up below)
May 1st – 6th Second Wave – replenish - **everyone**
May 7th – 10th Final Push – replenish - **everyone**

- a. **Community Kitchen** – Marya
- b. **Library & Town Hall** – Marya
- c. **Council on Aging** – Marya
- d. **First Church** – Carole
- e. **Second Church** – Carole
- f. **West Boxford Provisions** – Caren
- g. **Benson's** – Caren
- h. **Other West Boxford Businesses** – Carole & Caren
- i. **Boxford House of Pizza & others in that mall** – Carole
- j. **Garden Club** – Sue
- k. **Four Mile Village** – Sue
- l. **Lincoln Hall** – Sue

Also at **Lincoln Hall - The Chalk Board Sign** - Caren

Some places may be best for the **Larger Card** only.

Decide **how many of small cards** to leave at high traffic places considering the replenishing plan. As you go around town – **please replenish** – especially at the **high traffic sites** in red. If you belong to First or Second Church – maybe the Festival could be plugged at Sunday services.

4. Review of **Help Needed – Sign-Up Chart**

5. Misc. preparations

- **Flower** arrangements
- Bottles of **water** for Reception & for sale (?) on Saturday (amount?)
- Recycling bin for plastic bottles
- Command Strips & wall prep
- Other?

6. Adjournment

Posted on Tuesday, April 26, 2022 at 4:03pm by Robin Phelan, Town Clerk

