

Boxford Cultural Council
Event Planning Sub-Committee Meeting
Tuesday, March 1, 2022
11:30 AM

Join Zoom Meeting

<https://us02web.zoom.us/j/81542735154?pwd=eEdVMkdpbWVLSVRmeFdaT25nNUdZUT09>

Meeting ID: 815 4273 5154

Passcode: 441050

One tap mobile

+13017158592,,81542735154#,,,,*441050# US (Washington DC)

+13126266799,,81542735154#,,,,*441050# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

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Attendance & Planning Updates

1. Attendance & Introductions
2. Updates on Event
 - a. Dates
 - b. Venue Application
 - c. Insurance
 - d. Other:

New Business - Discussion of Event

1. Back-plan from Art installation & venue setup for Reception at Lincoln Hall on Friday, May 13
2. Outreach to Local Artists for Exhibit
3. Installation
4. Reception
5. Promotion (with BCC/MCC logo credit)
6. Music
7. Setup
8. Breakdown & Clean-up
9. Photos of Event
10. Other:

Next Steps

1. Outreach to Local Artists To Do's
2. Reception To Do's
3. Promotion To Do's
4. Music To Do's
5. Setup To Do's
6. Breakdown & Clean-up To Do's
7. Photos To Do's

Next Meeting: TBD

Adjournment

Posted on Tuesday, February 15, 2022 at 7:36pm by Robin Phelan, Town Clerk