

# NOTICE OF PUBLIC MEETING



## Gala Subcommittee Meeting

Subcommittee of 125<sup>th</sup> Celebration Committee

Date of Meeting: **Wednesday August 14, 2019, at 7:00 a.m.**

Location: East Longmeadow Town Manager Conference Room, 60 Center Square, East Longmeadow, MA 01028

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1. Raffle
  1. Donations?
2. Food Vendor
  1. Assign point of contact for food vendor
3. Beer/Wine/Liquor Vendors
  1. Assign point of contact for vendor
4. Finalize Ticket design
  1. Assign point of sale for tickets
5. Finalize Dessert Vendor
  1. Assign Point of contact for dessert
6. Assign Venue point of contact
7. Advertising/publicizing plan
8. Decoration plans
9. Task assignments for night of.
10. Requests for the larger committee
11. Any items unforeseen prior to the posting of this meeting

*The listing of matters are those reasonable anticipated by the President which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

Town Clerk Received: July 24, 2019, 10:14 am

Town Clerk Posted: July 24, 2019, 10:20 am