

Board of Trustees of the Williamsburg Libraries
Greta Carey Project Committee
Monday, 26 March 2018, 7:00 pm
Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

Agenda

1. Call to order
2. Outreach to potential sponsors
 - a. Funds received to date
 - b. Acknowledgment letters
 - c. Cross-promotion plans
3. Publicity and promotion
 - a. Current poster placements and number still needed
 - b. Valley event postings
 - c. Newspaper stories
 - d. Facebook page
 - e. PO display case
 - f. Elbow Room Café
4. Meekins exhibit and sale
 - a. Hanging plan and labels
 - b. Silent auction bidding process and required materials
 - c. Refreshments for opening reception
 - d. Notecard options
5. Meekins closing reception and auction
 - a. Ticketing update: online, printed tickets
 - b. Problem with raffle idea
 - c. Catering decision
 - d. Musical options
 - e. Printed reception program
 - f. Sponsor acknowledgment signage
6. Grange exhibit and sale: Hanging plan and labels
7. Next meeting date
8. Adjourn