

Board of Trustees of the Williamsburg Libraries
Greta Carey Project Committee
Tuesday, 10 April 2018, 7:00 pm
Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

Agenda

1. Call to order
2. Sponsorships
 - a. Checks received to date
 - b. In-kind donations
 - c. Second contact suggestion
 - d. Brewmaster's cross-promotion?
3. Publicity and promotion
 - a. Postering updates
 - b. Valley event postings
 - c. Newspaper stories – Country Journal, Gazette, etc.
 - d. Facebook page, cross-postings with other town FB pages
 - e. Painting displays: post office, Elbow Room Coffee
4. Meekins exhibit and sale
 - a. Opening reception recap
 - b. Silent bidding update
 - c. Cross-promotions: General Store, Handfield Building
5. Meekins closing reception and auction
 - a. Ticketing update: online, printed
 - b. Catering plan, budget, guest numbers
 - c. Music update
 - d. Printed reception program
 - e. Sponsor acknowledgment signage
 - f. Invitation suggestion
6. Grange exhibit and sale
 - a. Status of display panels
 - b. Hanging plan, labels
 - c. Staffing sign-ups
7. Next meeting date
8. Adjourn