

**Board of Trustees of the Williamsburg Libraries**  
**Greta Carey Project Committee**  
Monday, 5 March 2018, 7:45 pm  
Hawks-Hayden Community Room, Meekins Library, Williamsburg, MA

**Agenda**

1. Call to order
2. Outreach to potential sponsors
  - a. Review list of designated personal contacts
  - b. Distribute materials to committee members
3. Publicity and promotion
  - a. Plan poster sites and distribution
  - b. Update on PR list for Valley news outlets
  - c. Update on planned news stories
4. Meekins exhibit and sale
  - a. Updates to initial bid amounts
  - b. Silent auction bidding process and materials
  - c. Refreshments for opening reception
5. Meekins closing reception and auction
  - a. Ticketing plan
  - b. Catering options
  - c. Music options
  - d. Printed program and sponsor signage
6. Grange exhibit and sale
7. Other
  - a. Brewmaster's murals
  - b. Website updates
8. Next meeting date
9. Adjourn