

Berwick / Somersworth

2017 Parade Committee - Meeting Minutes

September 18, 2017 5:30pm
Greater Somersworth Chamber of Commerce - Conference Room

In Attendance: Katelyn Carrington, Beth Poulin, Dawn Ouellette, Russ Timmons, Chris Smith,
Marty Dumont, Lindsey Gagnon

1. Call to order
 - a. At 5:30
2. Parade Date: Saturday December 2, 2017 (always second Saturday in December)
 - a. Still need to discuss time.
3. Event Theme
 - a. All I want for Christmas is...
4. Parade
 - a. Parade Route
 - i. Kim wants to keep it the same but work needs to be on the end of the parade to help separate Berwick and Somersworth floats at the end. Could direct to the right and then down Elm Street. Marty suggested we get Civil Air Patrol to help direct this traffic.
 - b. Sponsors
 - i. Need to generate the new sponsor sheets to send to Marty. Katelyn will send Lindsey the letter and sponsor sheet to update. Need to do so by October 2nd.
 - ii. The question was brought up if we should we try to get sponsors for specific items or just at the levels we have now.
 - c. Updated Forms
 - i. Kim will need to update the entry forms.
5. Gala
 - a. Layout/Map
 - i. 2 stages are too complicated and will be down to 1 stage.
 - ii. Should try to find seating for people at the event. Maybe at woodshop in the high school could build 4 of them 10ft long and we would pay for the materials.
 - iii. We need porta poities and Beth will coordinate this.
 - b. Ice Sculptor & New Fire Piece?
 - i. Looking at having Green Foundry come and do an iron pour 4hr show but would need to raise funds of \$1200. <http://www.greenfoundry.org/>
 - c. Entertainment
 - i. Can we live stream the event on channel 22? Also can we put sponsors up this way? Marty will ask at city hall and ask the city Manager if we can.
 - ii. We will not hire Wild Life Encounters, Karate demos, Tricky Dick if possible this year.
 - iii. Katelyn will coordinate the caroling after the tree lighting around 4:30
 - iv. Lindsey will ask Steve Mackenzie to emcee or even Mike Pomp and would need to hook up music with a mic.
 - d. Food/nonprofit booths
 - i. Somersworth Athletic Association
 - ii. Old Rail
 - iii. Lydia's House of Hope
 - e. Stage (new police station location?)
 - i. We would be able to leave the stage there and not have to clean it up right away with this location. Chris is hoping the art teacher at the high school can help paint some canvas drop cloth backgrounds for behind the stage.

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- f. Old Upstairs Pub 319 Location Ideas
 - i. Would like to have something there to do some small entertainment but not necessarily the stage.
- g. Volunteers
 - i. Be Free Church
 - ii. National Honors Society
 - iii. Student Council
 - iv. The Chamber will be open for volunteers to get pizza and so forth that we are getting donated.
- h. Fireworks
 - i. Lindsey will ask Aclara if we can shoot the off there. Russ also said that Kenny from Hilltop Fireworks needs to have a 300 foot clearance radiance. Or would we shoot them off at Julies Bison Park...
- i. Trash
 - i. We will need to barrow trash barrels from Somersworth Festival Association as Waste Management won't get back to us.
- j. Decorations
 - i. Due some nice decorations at the library possibly with solar lights in the trees there and metal angles on the building if possible. Also possible plexi glass display done by the high school art teacher.
- 6. Social Media
 - a. Website Update
 - i. Need to work with Brenda to update it.
 - b. Facebook Update
 - i. Lindsey will change it to Berwick & Somersworth Christmas Parade & Winter Gala and merge the 2 pages that are out there.
 - c. Timeline
 - i. Lindsey will make this.
- 7. Next Meeting Date
 - a. October 2nd 5:30pm at the Greater Somersworth Chamber of Commerce

Meeting adjourned at 7:00pm.