BrooklineCAN Annual Meeting Planning Committee

August 7, 2023 E-mail Check-In

Flyers

* Email blast sent 8/8
* Printed version to be distributed to Libraries, Town Hall, Senior Center table at Farmer’s Market, Coolidge Corner Theater, banks in Coolidge Corner if permitted

Publicity

* News release sent to Globe twice
* Event included in Brookline Booksmith newsletter
* Posted on Patch
* To be included in Brookline.news event section
* Annual Meeting will be on front page of September Brookline Beacon
* Annual meeting will be top story in September BCAN newsletter

Food

* Little positive response for dessert donations
* Wegman options including gluten-free should work
* Liquor license application submitted – hearing week of 8/14

Registration

* 36 people as of 8/7
* Committee members should RSVP so name tags can be made

Program Book

* Content circulated to committee for comments 7/25
* Formatted version circulated to planning and steering committees 8/7 with suggested content revisions to alleviate crowding

To Do

* Final Program Book revisions to Julie for formatting by 8/18
* Finalize printer and establish deadline
* Social media publicity
* Finalize BrooklineCAN tables staffing and logistics