

City of Decatur Earth Day Planning Meeting
March 7, 2024
Minutes

Attendees: Alex Stewart, Jane Lomas, Laura Quadri, Gael Doyle. Payton Sobon, Annie Archbold, Shawn Feliciano, Bibi Pritchard, Juno Rogers

Events schedule: Reviewed commitments thus far, need to finalize times with dignitaries, musical entertainment, etc. In progress

Update on confirmed participants: Reviewed google doc, commitments, those still uncommitted to be contacted / followed up with.

AV System rental: Still TBD, Annie has lead on city vendor she will be contacting / follow up.

Tables, tents, weights availability from Parks & Rec. or rental – 10 tables and 20 chairs from P&R, can someone pick them up from Legacy Park before the event Saturday or ask Greg to have them delivered?

Logistics update – Annie

Trash pick up – more trash cans needed than usual, pick up after event

Letter to participants about schedule to drop off, set up, break down, traffic plan, location of their booth

Tables pick up and drop off from Legacy Park. Greg of P&R committed to both

Shut down turn around at N. McDonough to all cars to allow for smooth drop off / pick up. Need to coordinate with police.

Electricity source at Gazebo, none provided to booth participants

Volunteers – scheduled into set up, clean up, break down, stage coordination

Food / Refreshments? Discussed in general

Time line for event – based on schedule

Poster update – Gael, Juno and Shawn volunteered to come up with a design. KJL to send out Earth Day logo we have via em.

T-shirts general discussion, nothing decided.

Signage – posters to be developed,

Give aways – teen volunteers had some great suggestions (cloth bags, reusable straws, with Earth Day logo, said they would research and send out info for planning team to vote on.

Next planning meeting 3/21/2024