



BURLINGTON
CHAMBER OF COMMERCE
SUPPORTING LOCAL BUSINESSES

**Tavern Day Planning Meeting
Elton Tavern
Wednesday, August 31, 2016**

- I. Call to order – 6:58 PM
 - a. Secretary Note – **Items in Yellow Highlight** are items needing decisions and/or To-Do items.
- II. Attendance
 - a. Not formally taken
- III. Discussion
 - a. Peter B. began evening saying that the original 2016 plan for the Food Court will indeed be done.
 - i. Since last meeting, discussions by key constituents led to the cost issue of the mats being taken care of and an increase in setup assistance that was not known at the last meeting Jerry B. chaired.
 - b. Much discussion on Tavern parking lot layout for the food vendors, beer/wine and the band as well as the necessary item needed to make it safe and types of mats needed.
 - i. Tom M., Peter B., Jerry B. & Scott T. **will meet Friday, 9/2**, to map out Tavern Day layout. That will determine much of the layout type To-Do's that will follow, including where to place the Business Expo, Town and non-profits, LSM groups and Scouting troops (Cub and Boy...Girls??)
 - c. Dave Miller shared that Region 10 may have a stage we can borrow for the band; Will check on.
 - d. Event & Activity timings need to be finalized for Map Brochure
 - i. **TO-DO:** Jerry B. will work on updating map and printed.
 - ii. **Event Timings** – Not sure if this is accurate, but something to work off of:
 1. LSM Marching Band kicks-off at 11 am
 2. First Selectman & Chamber President Intro – 11:15 am (after LSM Band)
 3. Sasquatch Rescue Unit from 12 pm until 4 pm
 4. Magician at 11:30 am – figure 1-hour block
 - a. Torrington Savings Bank will sponsor
 5. Story Teller at 12:30 pm – figure 1-hour block
 - a. **TO-DO:** Sponsor(s) Needed for **\$450** fee
 - b. Library said will need electricity. Will be either a cord from inside electrical or a generator.
 6. K9 Demo 1:45 pm – Figuring 20 to 30 minutes
 - a. **TO-DO:** Certificate of Insurance to cover potential issues with the dogs.



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7. Extrication 2:20 pm (immediately after K9) – Figuring 30 to 45 minutes
 8. Car Show Parade & Awards 3:15 pm – Figuring 15 to 20 minutes
 - a. Torrington Savings Bank will sponsor
 9. Touch-a-Truck from 11 am until 4 pm
- e. Face painting Update
- i. Mills Clue said will do and Peter B. said okay to charge \$1 as a fundraiser for them.
- f. Bounce House – BVFD has a generator for their use, if needed.
- g. Amber Alert table at Firehouse and will run extension cord from BVFD to run computer and printer.
- h. Marketing of Event
- i. Stressed sharing the Tavern Day page posts on your business and personal pages.
 - ii. **TO-DO:** Ask Alan Beitman about the Region 10 LED availability and how far out we can start promoting it
 - iii. **TO-DO:** Ask Alan Beitman if he will have the schools distribute our PDF electronically and/or a printout for students to bring home.
 - iv. **TO-DO:** When new Chamber sign is up, will put it up.
 - v. Lions Club offered to put their traveling sign next to Dwight Harris' property on Route 4 as soon as possible.
- i. MASH Style sign follow-up
- i. **TO-DO:** Need to get Site Map to Nat Walker, Boy Scouts so they can do this for us.
- j. Tavern Day donation discussion
- i. Thought was to do a set fee, but consensus was to do the Donation method and only show a Suggested Donation.
 1. Group seemed to agree a \$3 suggested donation could be listed. **Something like** "If you would like a suggestion, \$3 would be great!" or something like that.
- k. TD Setup Plan – Just need to confirm the Lions, LSM Soccer and LSM Football since they were not at meeting.
- i. **Secretary Note:** The 9/2 meeting may eliminate any need for the Saturday setup. Will reach out to groups and give them update on Friday. If it's good weather, we should have it all setup for the Sunday AM final touches.
 - ii. Saturday, 1 pm – Tent tops, stakes into ground, setup band flooring
 1. Chamber Volunteers
 2. Lions Club Volunteers
 3. LSM Girls Soccer Volunteers



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- iii. Sunday, 7 am – Tent leg assembly, move to appropriate locations, setup tables, power cords
 - 1. Chamber Volunteers
 - 2. LSM Football Volunteers
- iv. Sunday, 4 pm – Break down tents & Band flooring, Stack tables for rental company pickup
 - 1. LSM Crew Volunteers
 - 2. Chamber Volunteers
 - 3. Tavern Day Participants

IV. Next meeting has been moved up 1 day to Tuesday, September 13th at 7 pm

V. Meeting adjourned – 8:06 PM