

Special Events Meeting Agenda – February 15, 2024

Meeting Details:

Date: February 15, 2024

Time: 7:00PM

Location: North Clubhouse

Agenda:

Welcome and introduction!

Purpose of the meeting

Review of the agenda

Food Truck Nights Update from Jeff Carrus

Update on the preparations for the Neighborhood Food Truck Nights

Event details and schedule

Discussion on any outstanding tasks or concerns

Marketing and promotion efforts

Spring Fest date TBD

Determine date for Spring Fest

Event details, activities, and entertainment

Discussion on logistics, decorations, and set-up

Review of vendor arrangements

Marketing strategies

Budget and Financial Updates

Review of event budgets and expenses

Next Steps and Action Items

Recap of key action items

Assign responsibilities and deadlines

Closing Remarks

Summary of the meeting

Thanking participants for their contributions

Announcing the date of the next meeting

Adjournment:

Meeting ends at 8:00PM