

Hyde Park Community Circle Meeting
November 2, 2016

Participants:

Teresa
Deb
Everett
John
Susan

Plans for lighting ceremony:

Task	Name of Volunteer or HPCC member	Date Due	Status
Call Holy Cross Church and confirm use of St. Teresa's Parish for Event	Dan		
Ask permission for Frosty Event/Library, and a trustee to open the door and have heat on before setup time. Library regularly closes at 5pm on Fridays	Teresa		
Make order form/announcement 3/page for the electric bill by _ of Oct/Nov	Dan	10/1/16	Completed
Send Order Form to N&C/T by _ of Nov.	Teresa	10/?/16	Completed
Marketing			
Set up schedule for Front Porch Forum posts <ul style="list-style-type: none"> • Week of 11/7 (Teresa) • Week of 11/14 (JC) • Week of 11/21 (Susan) • Week of 11/28 (Deb) • 12/1 – FINAL POST (Teresa) *Possibility of having other community members post to FPF?			
Set up HPCC Facebook event	DH	11/2	Completed
Facebook posts	DH, Gail Dueso	Now until end of	Ongoing

		event	
Get event advertised in N&C calendar of events	Deb	11/21	
Send news release to News and Citizen/Transcript by ___ of Nov.	Deb		
Get event advertised in Stowe Reporter Calendar of Events	Deb	11/21	
Other marketing opportunities? Radio – community events (Teresa will follow-up with WLVB)	Teresa	11/21	
Lighting Ceremony and Library Prep			
Master of Ceremony (Options: Karen Weeks – Deb will ask her, Jim Mahoney)	Deb	11/21	
2 Readers (Deb and Jonathan)	Everett	11/21	Completed
2 Lighters #1 Wreath (Everett and Melanie)	Deb	11/21	Completed
2 Lighters #2 Wreath (Andy and Deirdre)	Teresa	11/21	
2 Greeters at Door (John and Judy, Jack and Sharon Anderson)		11/21	
2 Volunteers @ Guest Book Table (Bob Stevens and Leslie)	Susan	11/21	
Frosty the Snowman (Tim Yarrow)	Dan	11/21	Completed
Guitar Player/Singer(s) for the library event (Nate)	Susan	11/21	
Craft Project Crafters & Helpers (Terry, Susan, Marilyn)	Marilyn	11/21	
Polar Express Bus Driver	Marilyn	11/21	
Crafters make #__ bell bracelets from pipe cleaners (Terry)	Terry	11/21	
Print out 250 Info pages and Drop off at HPES for all students	Dan	11/21	Completed
Call and confirm each of the participants, in advance	All of us!	11/21	
Go to Holy Cross Church to pick up key 1 week ahead of Event Day	Dan	11/25	
Make extra copies of song sheets, if needed	Marilyn	11/30	
Print out 15 copies of Order Form to be placed in Library, Town Clerk, etc. (in conjunction with announcement in newspaper)	Teresa	11/2	Completed
Order from Paine’s Trees and receive 2 large wreaths with garland	Dan		Completed (?)
Ask Mary Beattie to make basket of goodies for Bus Driver	Marilyn		
Town Light Switch Team with Cell phones <ul style="list-style-type: none"> • Cell #1 (Dan) • Cell #2 (John) 	JC	11/28	

Telephone to call for cookie donations; request for 2 dozen cookies (Teresa gave suggestions to Deb); Susan will ask Nate's girls about baking cookies; Teresa will make gluten free cookies!	Deb	11/28	
Cookie and hot chocolate elves (Note: Teresa will make pitchers of hot chocolate in advance vs. serving it by single cups) <ul style="list-style-type: none"> Milo Teddy and Betsy Levin Betsy Levin Ruby and Madison (Nate's daughters); Susan will ask 	Deb	11/28	
Lighting Ceremony and Library Day-Of Responsibilities			
Grocery Store Runner	Teresa	Afternoon of the event	
Light Order Requests Recorder	Deb	Day before event	In progress
Print out FINAL Light Order Donations for reading @ ceremony – put in binders (2), bring lamps	Deb	Day before event	
Attach the light strands to the 2 wreaths and garland	DY, MZ, ED, Marilyn (?)	Afternoon of the event	
2 hot water cambros (@ French home; Teresa will call Carol Robertson)	Marilyn	Night of the event	
Cold water dispenser (@ French home; Teresa will call Carol Robertson)	Teresa	Night of the event	
Hot and Cold beverage cups, spoons, napkins, and other supplies (need to do inventory)		Night of the event	
4-6 tablecloths (HPCC members bring these)	Deb, Teresa	Night of the event	
Snowmen and gingerbread decorations	Terry	Night of the event	
Trash can liners	Marilyn	Night of the event	
Basket and Signed Thank You Card prepared for Bus Driver	Marilyn	Night of the event	
Crew to setup/decorate tables for cookies and folding chairs for the audience	TF, TW, DH, DY, MZ, Judy C., John C., Everett	5:00 PM event day	
Setup 2 wreaths and garland in front of room	DY, MZ	Night before	
Setup Sound System and Music CD for background music (test system to be sure	Dan	5:00 PM event day	

it works!) *Bring extra cd player for backup (Everett)			
Library Trustee to have door opened, with heat on, before 6:00pm	Teresa	5:00 PM event day	
Setup 2 HPCC tables at library with craft supplies ready by 6:20pm	Susan, Marilyn	6:00 PM night of	
Decorate inside the Polar Express Bus with Jingle Bells	Marilyn	Night of event	
Choose 3 books for Frosty to read from Amy's selection; Frosty chooses	Marilyn	Night of event	
Ring the big bell at the Parish when time for departure to library	Teresa	TIME? Night of event	
Ring the big bell for Polar Express to bring kids to Parish for cookies	Marilyn	TIME? Night of event	
Have attendees go out on Main St. to view lighting of the holiday street lights at Parish Hall (Karen Weeks to announce)	John C, DY	6:55pm	
Coordinate turning on of holiday street lights	John C, DY	By 7:00pm	
Turn on Holiday Street Lights	John C, DY	7:00pm	
Dim lights in Parish Hall (keep kitchen light on and turn the others off)	Teresa	Night of event	
Break down all cleaned tables and put away folding chairs	All hands on deck!	Night of event	
Cleanup/Sweep Floor	All hands on deck!	Night of event	
Wrap any remaining cookies and donate	Teresa	Night of event	
Post Event Responsibilities			
Take down wreaths to be ready for placement	Dan, John C	Post-event	
Place wreaths at village garage (Dan will contact Don Waterhouse) and North Hyde Park (John C will contact Rick Keith in N Hyde Park who coordinated this last year; where can the wreaths be placed?)	John C and Dan	Post-event	
Send Donor Thank you List to N&C/T	Teresa and Deb	As soon after the event as possible – by 12/7?	
Present helpers with gifts of chocolate bar/thank you card	Teresa	Night of event	
Present Bus Driver with homemade Basket of Goodies (Mary Beattie)	Marilyn	Night of event	
Cleanup @ Library <ul style="list-style-type: none"> • Pickup supplies and box them • Break down tables and chairs, cleaning them if necessary cleanup/sweep 	Marilyn and Susan		

floor

- Straighten up library as before the event

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