

Franklin Cultural Council Meeting Agenda

April 4, 2019

7:00 pm.

Municipal Building, Rm 106

1. Minutes for Mar 6 approved
2. Taste of ArtWeek planning
 - a. Logistics — sign up sheet for set up passed around
 - b. Marketing: brochures, postcards, posters, EDDM, hotel distribution, social media daily posts
 - i. Need someone to find and list on festival, food truck event, beer garden event, and other event sites (Boston.com, BostonCentral.com, etc)—Rob
 - ii. Everyone try to repost and promote themselves
 - iii. Ask when distributing materials if they will also post on their Facebook page—we can send info
 - iv. Distribution of materials
 - c. Performances:
 - i. What format for music? How to get it to Jim? He will ask Jeff what sound board is like and pass on.
 - ii. Lights for stage? Borrow work lights
 - iii. How many helpers? 15-20 from Random Smiles
 - iv. What else does he need besides electricity? Jim says nothing
 - v. Mics for musical theater — 7 wireless? No, but can get wired
 - vi. What do we do plan B for weather? Stage 16x28, have 10x20 tent? No. We'll ask around. St Roccas might have something.
 - d. Ticketing:
 - i. TIPS certification — do we have several from Random Smiles? Did Karen or Lillian get it for us? Working on it
 - ii. Tickets sold —ok with Rich giving us a weekly update? Paul says yes
 - iii. What's the ticket booth set up? 4th of July 10x20 tent, 2 8' tables, 6 chairs, 2 ticketing signs on front and back of booth
 - iv. How do we want to do advance purchase? Count out tix into envelope ahead of time and put names on? Or just count out day of? Worried about lines. Agree to have envelopes ahead
 - v. Need someone to do Staples purchase (tickets, wristbands, envelopes?, 6 oz cups, plastic tablecloths)—Stacey will do
 - e. Craft tents:
 - i. Lighting from St Rocco's
 - ii. Demo artists — who do we have, what do we need? Fiber artist, another painter? Kaye is working on and will get back to us

1. Tables & chairs for calligrapher—worth it to rent? Think 5-6 is too many? Have 20 chairs from St Rocco's Decide on 4 tables
 2. Anyone else need any supplies? Water? Electric? Empty Bowls will if they come
 3. What do we think about having our postcards at a station?
Everyone likes to idea
 - iii. Craft vendors: have 31; spots for 35
 - f. Food trucks:
 - i. Have 5 savory: Dogfather, GottaQ, Away Café, Moe's Street Eats, Cod Squad
 - ii. Have 4 sweet: Shishkaberry's, Whoopie Wagon, Sarcastic Sweets, Like No Udder
 - iii. Katrina trying to get us 1-2 more, in case we have no shows
 - g. Beer/Wine:
 - i. Beer liability insurance forms to Paul—missing Crue Brew
 - ii. Olivier: Anything vendors need prior to that day? He says all set
 - iii. Stacey got Jack's Abby also, so up to 5 vendors
 - iv. Make sure everyone knows Chief is ok with kids in tent
 - h. Sponsorship:
 - i. Have Union checks? Get logos? Paul is working on
 - ii. Any new sponsor checks to RS? Did we get Middlesex Savings or Dean?
Paul will check
 - iii. Total of \$3,350 sponsorship, and \$4,100 in grants, for total of \$7,450
 - iv. RS needs to be fiscal agent for MWVB grant
 - i. Portapotties ordered? When delivered? Paul will be there; delivered by noon
 - j. Check Paul/Chief — did he get a sanitation plan? No, so Stacey will create.
 - k. Check Paul rig and cost — he says not necessary, per fire dept
 - l. Pick up key to barn on Fri — Paul
3. CAAD
 - a. Recap —seemed to go well; positive reviews
 - b. Expenses — all need to turn in receipts
 4. New Business —none