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**LUMINARIA Committee Meeting – \*INSERT DATE\* at \*TIME\* via zoom**

**2025 Committee:**

|  |  |  |
| --- | --- | --- |
| Member name | e-mail address | Cell number |
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**EVENT:** \*INSERT DATE/ RAIN DATE\*– sunset \*GOOGLE TIME\*

[\*INSERT](https://www.empoweringher.org/luminaria-committee-2023*INSERT) LINK FOR RESOURCE PAGE\* HQ site for resources

**Priorities**

* Venue
  + Permit - update if applicable
* Food Trucks
  + Update if applicable
  + Bathrooms
* Music
  + Update if applicable
* **Bag Sales start March 1!!! As of \*INSERT DATE\*, we have sold xx bags** 
  + Update on calligraphy
* Social Media
  + Update
* Media
  + Update
  + Get out in press, blogs, TV, etc
  + Town calendars/ events pages
  + Local newspapers
* Sponsorships
  + Update
* Volunteers
  + Shifts – 4-6pm and 7-9pm
  + Runners to grab bags for pictures?
  + Maintain list of volunteers
  + Who will run volunteer check-in table?
* Photographer
  + Update – who is coordinating this person? Confirming ahead of time
* Drone
  + Update – who is coordinating this person? Confirming ahead of time
* Day of Event
  + Who is bringing bags?
  + Who is bringing filler (sand or pebbles or?)?
  + Who is bringing candles?
  + Coordinate music and food, if applicable
  + Use square reader from HQ to get donations at event? Who will manage?
  + Food donated for volunteers (plates too)?
  + Banners – coming from HQ
  + Pop up trash bins – needed?
  + Who will bring volunteer list printed?
* Things to bring
  + Tables – need 4 (welcome = volunteer check-in/ postcards/ info for people walking by plus square reader, 2 for set-up of bags, volunteer food & water table)
  + Chairs – need 2 or more?
  + Scoops for filling sand/ pebbles
  + Packing tape
  + String to hang HQ banners
  + Scissors
  + Paper towels
  + Boxes/ tubs to help set-up --- everyone bring 2
  + Headlamps
  + Extra large size garbage bags/ pop up trash bins