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

**2025 Committee:**

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| --- | --- | --- |
| 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%2AINSERT) 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