



TOWN OF ESTES PARK

Volunteer Appreciation Event Planning Meeting

June 26, 2015

11 a.m. Administration Conference Room, #150, Town Hall

AGENDA

1. Volunteer tracking sheet status
 - a. Suzanna will provide spreadsheet to Marsha when complete and do tally of number of volunteers and hours.
2. Invitations – all approve final design?
 - a. Confirm timeline
3. Décor
 - a. Lexy update on status
4. Gifts
 - a. Update from Peni on trivets
5. Entertainment
 - a. Photo booth - confirmed
 - b. Slide show
6. Next meeting – Meet once more before event or not necessary?