

SELECT

Brookfield Cultural Council

Agenda, Monday, May 6, 2013, Town Hall

Present

Secretary's Report

Posting meetings, agendas & minutes – new system. Janet.

Treasurer's Report

Correspondence.

Town Common Scheduling

May 3 & 4 – Encampment, Lois O'Leary

May 10 & 11 – Memorial Service

August 16 – Wedding, 2 PM

Guests

New members

Name/phone/email.

Old business

New business

Friends of the Brookfield Town Hall / Community Preservation Act

Press releases.

Other.

LCC

Grant reimbursement.

BCC Projects / Calendar

Gazebo / common / monuments decorating.

Memorial Day Parade. Monday, May 27, 2013. Invitation sent. Jan's

Marching Band, Paul Provost sound & Quaboag Highlanders confirmed.

July Concerts:

July 5<sup>th</sup> Dave Pike? Class Reunion?

12<sup>th</sup> BeLit confirmed.

19<sup>th</sup> Cold Train, Invoice?

26<sup>th</sup> Beatles Tribute? She's Busy? Swing Band? Jubilee

Gardens? Swing & Bavarian Bands? Jubilee Gardens?

Next meeting: Mon., May 6<sup>th</sup>, 2013

Adjourn

The items listed which may be discussed are those reasonably anticipated by the chair. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion as permitted by law.

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2012

Memorial Day Parade Checklist

As early as possible (January):

- Ask bands to march and play
  - Quaboag Highlanders
  - Jan's Marching Band — *cool*
  - Tantasqua Marching Band (every third year; sharing with Sturbridge & Wales)
  - Choraleers

Two months before (March):

- Ask Selectmen to march and speak during ceremonies
- Ask ministers to pray during ceremonies
- Ask Fire Department to participate
- Ask Police Department to participate and perform Salute to the Dead (they also close Rt. 9)
- Ask Ambulance Department to participate
- Ask State Police to participate
- Ask Colorguard to participate
- Arrange for person to be parade marshal
- Get elementary students for speeches
- Ask Brookfield Motors for use of vehicle for Selectmen
- Send notice and request for veterans, marchers, old cars/motorcycles/jeeps to newspapers (Citizen, T&G, New Leader, Quaboag Current), cable access, and Selectmen's secretary
- Reserve Town Hall in case of rain
- Let Highway Department know we will be setting up tents on the common
- Arrange for sound

One month before (April):

- Check with elementary school about use of bathrooms and lining up for parade
- Order handicap toilet for common (and regular toilet for cemetery)
- Order donuts from Hannafords (18 dozen if Tantasqua band is coming; otherwise try 15 dozen; ask for assorted with more chocolate and fewer jelly-filled)
- Order pins or flags, if distributing
- Get Veterans list from Selectmen's secretary
- Make and print 500 copies of program
- Make order of march

One week before:

- Distribute 300 copies of program to library, town hall (including dept. boxes), post office
- Buy napkins and bottled water (4 24-packs of little bottles; 8 24-packs of 12-oz. bottles)

Day before Parade:

- Set up easy-up tents at elementary school, common, and cemetery

Day of the Parade:

- Pick up donuts
- Distribute remaining copies of program and pins/flags along parade route
- Post person at cemetery to direct parade traffic line-up.

Afterwards:

- Write and send thank-you cards
- Keep electronic copy of program to submit as Memorial Day Committee annual report