

**Event Committee Meeting Minutes**  
**April 3, 2023**

**Save the dates**

- Reviewed the drafts sent by Valerie
- Unanimous agreement on the version with the green phoenix
- Suggestion to change font size and to change the background of our logo for purpose of complimenting the overall design

**Catering**

- Four catering estimates were discussed:
  1. The Magic Food Bus - food truck with main dish and side \$2700
  2. Simply Pizza Truck - food truck with main dish and salad \$3510
  3. Dickey's BBQ - full meal with full service \$3100
  4. Qdoba - buffet delivered, we set up and take down \$2700
- Discussed logistics of food trucks vs logistics of a sit down meal
- Discussion of what would match the overall feel that we want for the gala
- Committee chose to use Dickey's BBQ as it will be the most hands off, no volunteers or clean up required
- Can we use P&G Concessions for the open bar again this year?

**Live Band/Music**

- 6 quotes for live bands were obtained
- Discussed price, music genre, impact on the budget
- Narrowed down to two bands:
  1. Line 2 - cover band of multiple genres \$700
  2. Ugly Rumor - cover band of multiple genres \$500
- Toni will send links to the committee so that they can listen and decide which band they prefer
- No dance floor to save space, or possibly a small one if possible with tables and band on stage

**Sponsors**

- Discussion on sponsorship levels used in previous galas
- Revised sponsor level amounts and ticket numbers
  1. Seed - Table Sponsorship \$150
  2. Bloom - Table Sponsorship + 2 tickets \$300
  3. Tree - Table Sponsorship + 4 tickets \$500
- Sponsors can donate to the silent auction if not able to give a full sponsorship
- Sage will revise the sponsor form to match what the committee agreed on
- Checks should be made to the Brighton Historic Preservation Commission
- Toni will send a revised press release to Emma
- The more sponsors the better
- Committee agrees to all search for sponsors once form with letterhead is available

**Budget**

- Food = \$3100
- Band = \$500-700
- Armory = \$500 (estimate, need to check with Emma)
- Open Bar = \$300 (based on last year)
- Decorations =

- Total Estimated Budget as of 4/3 = \$6200-6400

### **Ticket Price**

- \$50 for individuals
- \$90 for couples
- Potential for \$8400 without sponsors
- Potential \$2000-2200 profit for the Commission

### **Decorations**

- Dead tree in center of Armory with colored lights shining up, black fabric underneath, black ashes on top of fabric
- Black fabric on walls with white lights behind fabric
- Antique book centerpieces with flames and ashes coming from pages
- Orange and yellow tulle with lights inside for front of stage and to surround center pieces
- Small branches with lights around perimeter with posters
- Poster size black and white images of buildings that have been destroyed by fire, singed edges, with small photo of what exists in that space now
- Black tablecloths
- Black and gold flatware/plates/cups/napkins
- Brighton Blade pages on tables with stories of the fires (if they exist)

### **Next Meeting**

- Monday, April 10, at 5:15 over Zoom
- Zoom Link: <https://us06web.zoom.us/j/86484698268?pwd=cDByd0FzMkNVZDhLa20vdCtsbUJpQT09>