

Town of Amherst, NH
Thursday, June 22, 2023
Amherst Town Hall, Barbara Landry Meeting Room 6:30
2 Main Street Amherst, NH 03031
Amherst Fourth of July Committee Agenda

1. Call to order 6:30-6:35

- Approval of minutes

2. Housekeeping 6:35-6:40

3. Treasurer 6:40-6:45

- Financial update
- Petty cash for event
- Invoices needed
- Reimbursement forms

4. Fundraising 6:45-6:55

- Banners
- Tee shirts, stickers
- Update Ciardelli Fundraiser
- Potential new fundraiser

5. Logistics 6:55-7:10

- U-Haul
- Grills: pick up and return
- Moving items from shed to third and green
- Bins with materials needed both days
- Food prices
- Items purchased for green and third
- Water donation: need 500 more bottles
- PA system
- Parking on 3rd and 4th
- Volunteers
- Publicity for event
- Update on coordination with DPW, fire, police and school admin for support on 3rd and 4th, number of chairs needed
- Bathrooms

6. Third 7:10-7:25

- Food: Items purchased, amount of pizza
- Ice cream
- Slush
- Coordinate freezer delivery: extension cords

- Entertainment updates: hot air balloon, juggler, music
- Coordinate logistics (freezers, use of schools, items from shed)

7. Parade 7:25-7:40

- Politicians
- Reviewing stand ceremony finalized
- Parade participants / lineup
- Antique cars and float coordination
- Coordination of information to parade announcer for speech
- Citizens of the Year
- Meeting of parade volunteers before event

8. Green

- Set up and break down
- Music
- Puppy show/contest final details (announce winner before parade or during reviewing stand ceremony?)
- Artists/artisans
- Booth set up day before and early morning on fourth.
- Garbage removal

9. New Business 7:40-7:45

- To-do list items for June

10. Adjourn meeting 7:45