BrooklineCAN Annual Meeting Planning Committee

August 30, 2023 E-mail Check-In

Flyers

* Reminder email blast sent 8/28

Publicity

* Announcement in Brookline.news new Events section 8/30
* Featured in COA Update and Newsletter 8/29
* Top story in September BCAN newsletter 8/28

Food

* Awaiting Ellen’s return today for more news

Program Book

* Final attached. Sent to the printer 8/28

Final Preparations

* Name tags in process
* Letter to exhibitors sent 8/30
* Room layout mailed to Planning and Steering committees
* Adult Ed. asked to staff a table because Rec has not responded; both can be accommodated if necessary
* BrooklineCan table staffing finalized

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| Greeter(s) at the front doors, floaters to help direct | Melissa, David |
| Welcome/membership tables | Jude, Ellen, Marsha |
| LCAC Table | Susan, Carol, Janet |
| Communications Table | John, Velda, Bea |