

2019 MAR -5 PM 2: 52

**NEWINGTON LIBRARY 5K CHALLENGE
PLANNING MEETING
March 11, 2019
6:30 p.m.**

Lienhard Room, Lucy Robbins Welles Library


Town Clerk

- 1. REFRESHMENT COMMITTEE**
 - a. Bottled Water – Friends
 - b. Other refreshments –
 - c. Refreshment tables - 14 last year.
 - g. Cleanup crew – Everyone

- 2. AWARDS COMMITTEE**
 - a. Trophies - Booster Awards
 - b. Sponsorships –
 - c. Prizes – **Dennis, Maureen**

- 3. REGISTRATION COMMITTEE**
 - a. Timing company – Platt
 - b. Registration form –
 - c. Rates - \$25 - \$30 -
 - d. Numbers –
 - e. Online Registration - **raceentry.com** Coolrunning.com, hitekracing.com, runningintheusa.com, runnersworld.com, runinfinity.com, findarace.

- 4. COURSE COMMITTEE**
 - a. Police – Ron
 - b. Loudspeaker –Kevin
 - c. Starter Horn – Ron
 - d. Homeowner's notification - Ron, Dennis, Kevin
 - e. Course signs - Sponsor sign, Green Sign, extra signs, Mile sign – Kevin did mile signs, Ron did street signs
 - f. Bathrooms/Gym - Ron -
 - g. Power – Ron
 - h. Road Volunteers – Key Club –
 - i. Transportation for mile timers. –
 - j. Ambulance – Karen –

- 5. PROMOTIONS COMMITTEE**
 - a. Obtain T-Shirts – Diane –
 - b. Public relations – Karen –
 - c. Sign – Ron
 - d. Sponsor sign – Ron status.
 - e. Sending out registration forms to past attendees, new parties – Database – Kevin.

- 6. OTHER BUSINESS**