

150<sup>th</sup> Celebration  
Steering Meeting May 30, 2018  
City Staff 3pm at City Hall  
Public Steering Committee 6pm at Library

1. Introductions (New Inters for the Summer)
2. Logo
  - a. Unveiling Event
3. Promotional Items
  - a. What do we need to create first
    - i. Sponsorship Letter
    - ii. Press Release
    - iii. Calendar of Events
    - iv. Ways City Department's can promote
    - v. Ways Local Businesses and Residents can promote
  - b. Souvenirs/SWAG
    - i. List of Items
    - ii. Online Store
4. Work Groups Updates
  - a. Historical
  - b. Schools
  - c. Events
    - i. Volunteers
  - d. Sponsorship
5. Open Discussion
  - a. Goals

## Intern's List

1. Work with City Staff and establish a Google Drive for Steering Committee Members
2. List of all public orgs in auburn and Lewiston with POC's
3. List of all historic contributors to Auburn activities
4. Website mock up, simple layout to start
5. Finalization of dates for key events
6. Produce 'sell sheet' for all potential donors and organizations as a teaser of events, hype etc...
7. Start to do list and store products-Budget
8. Work with School Work Group and develop list of ways they will celebrate