

NEWBERRY TOWNSHIP
EVENTS COMMITTEE
MEETING AGENDA
November 3, 2025

1. CALL TO ORDER AT 4:00 PM

- a. Pledge of Allegiance

2. PUBLIC COMMENTS

All Public comments shall be delivered from the podium by registered individuals (residents or taxpayer). Time allotted for an agenda matter is 5 minutes otherwise 3 minutes for a non-agenda matter. A copy of the Public Meeting Policy is available for your convenience.

3. APPROVAL OF THE MINUTES

- a. Approval of the meeting minutes for October 6, 2025.

4. OLD BUSINESS

- a. Review of the Christmas Tree Lighting scheduled for November 21, 2025.
 - i. Review lighting setup and decorations.
 - ii. Discuss musical entertainment and sound system needs.
 - iii. Confirm participation from local organizations – Library.
 - iv. Coordinate arrival time for Santa.
 - v. Review safety measures and crowd control.
 - vi. Finalize refreshments or vendors.
 - vii. Assign volunteer roles and setup/cleanup duties.
 - viii. Confirm publicity, social media posts, and community announcements.
 - ix. Discuss backup plan for inclement weather.
 - x. Discuss layout – Same as last year?

5. NEW BUSINESS

- a. Approve the Newberry Township Events Committee Budget Worksheet for use in documenting and reviewing all future Township sponsored event expenditures and revenues.
- b. 2026 Township Events List – Deadline for Completion December 1, 2025
 - i. Spring Festival
 - 1. Date – Saturday, May 2, 2026, with rain date of Sunday, May 3, 2026, at Shelley Park.
 - ii. 250 Celebration



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- iii. Balloon Fest – Mike Depew
- iv. Wood Carver – Statue

- v. Marketing Events
 - 1. Develop 2026 for the year.
 - 2. Mailing of Events Calendar.

- vi. Fundraising Opportunities
 - 1. Identify potential sponsors and donation sources.
 - 2. Discuss fundraising events and raffles.
 - 3. Review sponsorship levels and recognition options.

ADJOURNMENT