

Sweetser Lecture Series
2019-2020 Meeting of the Advisory Committee
PREPARATION MEETING for LECTURES
Thursday, March 12, 2020
7:00 pm
Emmanuel Episcopal Church, 5 Bryant Street

AGENDA

Call to Order of Meeting (Sara)

Secretary's Report (Faith)

- Reading of Minutes of November 13, 2019 Publicity Work Session

Treasurer's Report (status as of first week of March - Lorraine)

Old Business

- Listing of materials that should be kept in archives and where to store them (Comm.)
- SLS banner and posters (Susan) for lectures

New Business

- Update on Tickets (Faith and Jeanne)
- Update on Patrons (Susan)
- Update on three Programs (Helen)
- Update on Publicity (Joe, Helen and Sara)
- Update on Speakers' AV requests (Bob)
- Speaker introductions and discussion of protocol for the evening of each lecture (bring Helen's list and additional suggestions) (Julie)
- Discussion on refreshments/water and set-up (Committee)
- Need of volunteer to contact and pick up flowers at Gregory's for each lecture
- Additional requests for first lecture (books, prices, etc.)
- Next Meeting (TBD, early May) - Wrap-up meeting, with allocation of net proceeds to three charities and initial suggestions of potential speakers for 2020-2021 Series

Adjournment

2020 MAR -2 AM 9:01

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