

DRAFT
TOWN OF LONDONDERRY, NH
SENIOR RESOURCES COMMITTEE AGENDA
Sunnycrest Room, 9-27-2022

1. Call to Order (6:00 PM)
2. Working Meeting to work on Senior Information Expo
 - A. Determine the Status of the invitee list for Senior Expo - Get input to update the invitee spreadsheet
 - B. Discuss SRC booth at Expo
 - C. Continue work on Senior Expo/outstanding action items
 1. Finalize vendor list Hard draft by the 29th. Close on 10/3
 2. Prepare resources list by 10/5 Tables, Chairs, special needs
 3. Publicity finalize. need ad for 10/4 and 10/11 publication. All hands on deck to spread the word on social media
 4. Map of vendor locations Draft 10/4-5
 5. Bags vendor map, vendor booklet? Raffle "Basket of Londonderry History?"
 6. Final Instructions to vendors etc Parking, Set up times, Take down times, table numbers etc
 7. Work Schedule for 10/16
 - a. Early - Placing Numbers on Tables, guiding vendors to their tables, setting up welcome table (bags, maps, etc.), resolving problems
 - b. During staffing the welcome table, and Senior Resource Table
 - c. After oversee close down
 - d. Take a deep breath
 8. 10/18 Meeting - Critique, look for ways to improve for next year's expo