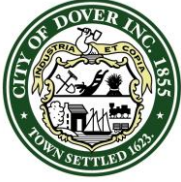


Meeting Type: Workshop Meeting / Nov. 20 Mixer
 Meeting Location: McConnell Center Cafeteria
 Meeting Date: 11-17-14
 Meeting Time: **11:30 am**

1. Call to order
2. Assign minute taker
3. Review plans
 - Press release / flyers?
 - Jane to re-email flyer to everyone
 - Food donations
 - Stephanie to approach Hannaford for paper products
 - Use Hannaford gift card for food.
 - Artists
 - Scot Gelzinis
 - Students to play
 - Recordings of other Dover artists
 - Liz to read a poem that she wrote
 - TU Actor to do monologue
 - Brian Rutland Studios to set up (tattoo parlor and art lessons)
 - Set-up of space
 - Jamie to follow up with Taylor Rental
 - Jamie & Stephanie arrive early to help
4. Review invitation list and distribution
 - a. Jane to send out the email, we will repush to everyone
5. Finalize how the event will flow
 - i. Schedule of Events:
 1. Music to be playing while people arrive and are mingling
 2. 7:30- Jamie and Aimee will welcome everyone and introduce the evening. They will introduce the first act
 3. After act concludes: Panel will speak about the creative economy and the need for an Arts Center in Dover
 4. There will be time for a Q&A
 5. Jamie and Aimee will thank the panel and then invite the group to continue the conversation while the entertainment continues (This could be prerecorded music depending on guests.
 - ii. Displays around the room:



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1. Artists work, displayed on Easels or tables.
 - a. Jamie to email Gary about printing.
2. Commitment card for guests to fill out
 - a. The card will say “I am committed to...” Be on the steering committee, these will then turn into invitations to join the conversation once the mixer is over. To inspire them to keep the conversation going.
3. Large Paper Banner for folks to share their words and thoughts about the creative economy. A phrase will be on it for people to respond to
4. An easel for sign ups to do things