

MEMO

To: Churchill Kickoff Working Group
From: Warren Vaughan, County Planning
Date: 10/28/07

RE: Churchill Community Planning Kickoff To-Do List

Following are a list of things I've put together to prepare for the November 15th Kickoff. It isn't perfect, but it lets you get an idea of what I'll be doing prior to the meeting and what I may ask you to do. Thanks, and call with any questions at 582-3130 (office) or at 579-9499 (cell). You can also email me at warren.vaughan@Gallatin.mt.gov.

Room Logistics:

- Trial Run November 8 at 7:30.
 - Can we get at least one truck moved out? Warren will call Dave Hoekema about this
- Needed on the 15th:
 - 10-12 tables (Fire Hall has 4; can church/school/bank provide the rest?)
 - two tables for signing in, 10 tables for small-group work
 - Chairs for 100 people
 - Large pieces of plywood to lean against the wall for placing flip charts, etc. Can Tim/Gene take care of this?
 - Heat: get it warmed up prior to beginning of meeting then turn it off
 - Get sign changed to advertise meeting (Warren will call Walt/Dave about this)
 - Projector and screen for intro comments?
 - Test the lights - how many alternatives do we have in case we want to do brief presentation?
 - Volunteers: if possible, please arrive by 5:30.
 - Babysitters: we should plan for this even if nobody responds that its necessary.

Publicity:

- Warren will call Michael Tucker of Belgrade News and Dave Richardson of Chronicle to ensure stories are run
- Flyers: Warren will make flyers and give copies to volunteers.
 - Please hand out to people who should be involved!
 - Please put copies up at bank, Amsterdam Store, Danhoff, gas station, Churchill Implement, anywhere else
- Warren is going to Amsterdam School Board November 8th at 7 pm; anyone else is invited to tell them about it

- Warren will try and get flyers sent home with kids the week of the meeting
- Sign out front of Fire Hall – Walt
- Letters of invitation will be sent to everyone in Churchill week of November 1
- Postcards sent to everyone on mailing list for initial educational meetings
- Word of mouth: this is probably the most important! Invite everyone you know.

Food:

- Mark will set up his cart. Please kick in \$10 if you can.
- Do we want hot chocolate, coffee? Can a volunteer to provide these?

Materials (provided by Warren):

- Flip charts
- Markers and pens
- Nametags
- Index cards
- Tape
- Sticky dots
- Easels
- Agenda (probably in 8 different colors in order to redistribute participants)
- Clipboards
- Discussion questions
- Slide projector, screen, computer (if needed)