

Village of Martin's Additions
CENTENNIAL CELEBRATION COMMITTEE

Notes from meeting 1/8/2016

Attendees: Naomi Naierman (Chair), Richard Krajeck, Michelle Malloy, Village Manager Tori Hall, Assistant Village Manager Beth Boa

The Centennial Celebration Committee reviewed the proposals from the caterers that responded to the RFP sent Dec. 23, 2015. The Committee chose Windows as the caterer for the Centennial celebration. Michelle Malloy will follow up with Windows to get a bid for alcoholic beverages (wine, beer, prosecco) for 125-150 adults. We will use disposable plates, forks, napkins. She will also get a price for renting 3 "high boy" tables from Windows.

Naomi Naierman will price alcohol from Whole Foods in DC including red and white wines, beer and prosecco. Estimate that we will need 2 cases red wine, 2 cases white wine, 1 case prosecco and 2 cases of beer.

Michelle Malloy will get an estimate for cloth linens for 10-12 6'X30" tables.

A set of sheet cakes with maps of VMA will be ordered separately from a bakery at a grocery store. A small ceremonial cake will be ordered through the caterer.

A draft of a proposed budget was reviewed by the Committee and edited with new information from the proposal from Windows. Thus far the budget estimate is \$15,000, not including expenses related to the program itself, such as videography and AV equipment.

The Committee confirmed that the event will be from 2-5pm on April 17, 2016. Displays will be up and food/drink will be available at 2pm. Councilmembers will take turns greeting attendees for 15 minute intervals from 2-3pm. Staff will host a registration table with resident name tags (preprinted with name and street, and ribbons for Councilmembers past and present). The program will run from 3-4pm.

Entertainment/Program:

- Theme: "Our Village Centennial: Celebrating 100 Years of Community in Martin's Additions."
- Paul Weller can narrate some videos. Michelle will look into finding a HS student to put together slides/video, or can hire someone for about \$3,000-\$5,000.
- 20 minutes talk on history of VMA: Cover Martin's Additions benchmarks, trees, stories about families.
- Naomi will contact the Methodist Church music director.
- Beth contact Margaret Cutler (formerly of Raymond St, her father built the houses on Raymond St).
- Peggy Eastman will read her poem.
- Could show Chevy Chase history video.

- Reach out to residents to get Village stories: have them send video, audio, written memories.
- Beth Boa ask Paul Wolfe to give dry run of presentation to Naomi Naierman in February.
- For the children, Beth Boa will look into hiring a caricaturist, balloon artist, face painter, and someone to lead simple crafts.

Chevy Chase Historical Society article due Monday January 11, 2016. Beth Boa to submit.

Beth send "Save The Date" email to residents January 11, 2016.

Next meeting February 5, 2016 at 4:30pm