

Town of Townsend Community Engagement Committee Meeting November 5th, 2025 @ 3:00pm VIA Conference Call & Town Hall 141 Main St. Townsend, DE 19734

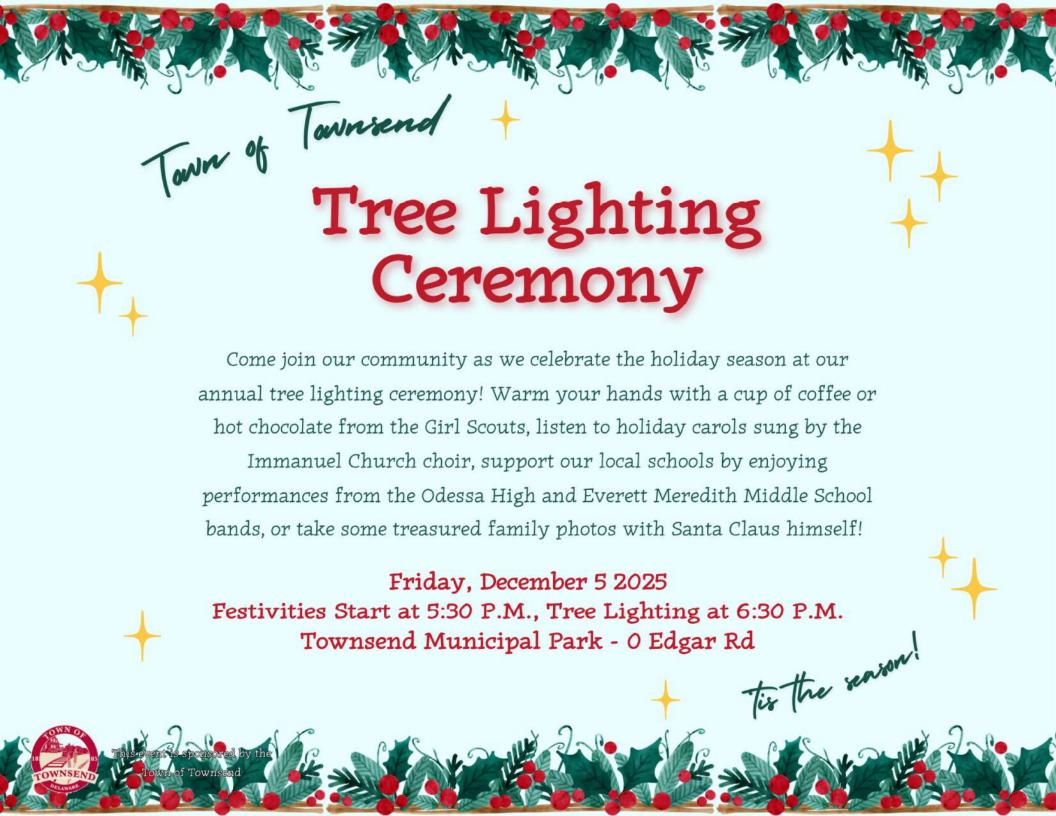
3:00pm Community Engagement Committee Meeting

- **I.** Call to Order:
- II. Opening Ceremonies
 - a. Roll Call:
 - **b.** Pledge of Allegiance:
 - **c.** Recognition of Visitors:
 - d. Announcements:
- III. Citizens Comments & Participation.
- **IV.** Adoption of Agenda.
- **V. ACTION ITEM** Review and continued discussion of Townsend 2025 Tree Lighting Ceremony.
- VI. ACTION ITEM- Review and continued discussion of 2026 Townsend Town Fair.
- **VII. ACTION ITEM** Review and continued discussion of Townsend 2025 Open House Event.
- VIII. ACTION ITEM- Review and continued discussion of Gaga Ball Pit installation Project.
- IX. Ongoing Business Updates.
- X. New Business.
- **XI.** Discussion regarding next meeting date.
- XII. Adjourn.

Committee Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial 1(301)715-8592. When directed, provide following meeting ID 827-6421-7575# and then the following password 361631# to enter the meeting. If you choose to access the meeting online click the following link: https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09

Residents will be able to view documents posted to the meeting tab on the Town website at https://townsend.delaware.gov or by joining the meeting via computer.

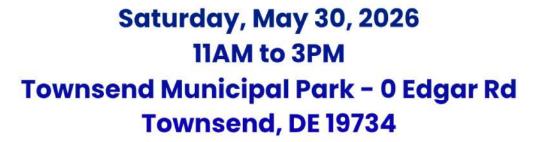






Kick off your summer by stopping by our annual Town Fair! Connect with the community by supporting local businesses, food trucks, non-profits, and (of course!) local jazz musicians. It's sure to be the grooviest day of the year!























Fair Prep

Fair Date: 5/30/2026

Task Number	Assignment	Assigned To	Completed	Notes:
		Community Engagement		
	Select Fair Date	Committee		Selected May 30th, 2026
		Community Engagement		·
	Establish "Theme" of Fair	Committee		
	Draft two flyers for fair advertisement	Administrative Assistant	ă	
	Draft Flyer for soliciting vendors	Administrative Assistant	ă	
	Draft Flyer for Soliciting Volunteers	Administrative Assistant		
	Draft Flyer for Soliciting Food Vendors	Administrative Assistant		
	Draft Website/Facebook/Code Red	/ Carrill listicative / Coststain	U	
	Announcement of Fair Date	Town Clerk		
		10WIT CIEIK		
	Draft online Forms for Sign ups: Volunteers, Food	T		
	Vendors, Non-Profits, Commercial Vendors	Town Manager		
		Community Engagement	_	
	Establish current years Vendor Fees	Committee		
	Post to Facebook flyers for all	Town Clerk		
				FO- will continue to update budget as vednor fees &
	Draft Budget for Fair Expeneses	Finance Officer		expenses are processed. (minimally 1X month)
	Source DJ pricing & hire vendor	Town Manager		
	Source Jazz Band pricing & Hire Vendor	Town Manager		
	Source "kid attractions" (bounce house etc.) &			
	hire vendor	Town Manager		
	Source Alcohol pricing & Hire Vendor	Town Manager		
	design and order fair shirts	Town Manager		
	design and order donor banners	Town Manager	ă	
	solicit fair donations- emails	TC & AA	ă	joint effort to draft email and send (MAIL MERGE)
	solicit fair donations- letters	TC & AA		joint effort to draft and send (MAIL MERGE)
	prep park for fair parking	Public Works		Join enon to drait and seria (MAIL MEROL)
		Public Works		
	prep vendor spots on parking lots			
	prep the greens of the park for fair	Public Works		
	log vendors onto Vendor Spreadsheet once	- O		
	received online registration	Town Clerk		
	Issue out invoices to Vendors for payment once		_	FO- to make invoices and save in the public drive for
	registration is received	Finance Officer		others to send to the vendors (Done minimally 2X week)
	Send off payment request emails to Vendors	Town Clerk		
	Send payment reminder emails to vendors (1X a			
	week)	Administrative Assistant		
	Send registration confirmation emails once all is			
	received with Vendor sign	Town Clerk		
	Draft Vendor sign once registration complete	Town Clerk		
	Draft schematic of vendor layout	Town Manager	ō	
	Send email to Volunteers- giving expectations of		_	
	the day	Town Clerk		
	prep volunteer forms	Town Clerk		
	draft park fair image-showing layout of fair	Town Manager		
	aran park rail image-snowing layour or rail	10WIT Mariager		include in packet: fair image, vendor parking assignmen
		A desinistrative Assistant		
	make 5 packets of fair info for day of event	Administrative Assistant		volunteer info sheet
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