



# CITY OF EASTHAMPTON

## Master Plan Committee c/o Planning Department

50 Payson Avenue  
Easthampton, MA 01027  
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## Community Planning Days

## Logistics

LOCATION	Saturday assembly and break-out space coordinate set up / clean up Friday location /	<b>EXECUTIVE COMMITTEE</b>
TRANSPORTATION	van route / pick-up for those needing rides? pre-registration needs to Econ Dev	
FOOD	Friday evening community supper Saturday coffee / treats Saturday lunch: optional purchase vs. included?	
FUNDING	determine overall budget, find \$\$\$	
OUTREACH/PR	press releases and flyers ECAT, Gazette, Republican individual invitations	<b>HOUSING</b>
CHILD CARE	pre-registration? # staff needed art supplies & facilitation of children's mural	<b>EDUCATION/FACILITIES</b>
GALLERY	soliciting display from artists collaboration with childcare for kid's display focus group tables photo posters, maps and diagrams of the City (PVPC, WCA)	<b>OPEN SPACE ET AL</b>
RECORDING	ECAT filming of large group sessions audio equipment for assembly space capturing the small group discussions	<b>TRANSP/ENERGY</b>
REGISTRATION/RECEPTION	sign-in, handouts and general logistics coordinate pre-registration needs for childcare, transportation, meals	<b>ECON. DEVELOPMENT</b>

### Consultant contacts:

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