

Metuchen Parade Commission

Monday, October 17, 2022

Attendees: Liz Conte, Angelo Donato, Rob Giegerich, Bernie Hetzel, Denis Kane, Terry Kohl and Ellen Regan

Minutes

Winter Festival Parade

Logistics

- Angelo confirmed the auxiliary police will close off and staff the agreed upon parade route – Wernick Place to the Plaza (via Main Street to New Street). Main Street will be closed beginning at Amboy Avenue to allow for staging, specifically the MHS band and the fire trucks.
 - Roads will be closed starting at 3pm. Marchers will be asked to arrive at 3:30pm, with a specific request for the lead for each group to arrive earlier to supervise their group.
 - The parade will be led by the police motorcycle.
- Terry secured Bob to handle the sound and will ask if a member of the Art Council would be willing to photograph the event.
- Wendi confirmed with the DPW the date and our staging area needs.
- John spoke to and secured Santa and Mrs. Claus. They will end the parade and be transported by a horse-drawn carriage. They agreed to stay and take pictures in the Plaza.
 - Need to get Santa picture back-drop to Bernie for steaming and secure new chairs, as we will now need two matching ones.
- Bernie should have leftover decorations from the Main Street lampposts to use at the reviewing stand and Santa's tent.
- It was brought to our attention that all paid vendors must have a Business Registration Certification and a W-9 to do business with a public entity. Therefore, this must be confirmed before securing any vendors.
- If budget allows, Commission would like to order cones for staging/sign holding for all parades going forward.
- Next meeting, need to clearly outline the volunteer needs including where, how many and time slots.

Participant Registration

- Plan to get parade registration out in the next two weeks

Publicity

- Ellen will reach out to Brandon to request help promoting the event by creating a flyer, that includes the parade route, that can be shared online as well as printed to distribute to local businesses, the library, preschools and Metuchen schools.
- Wendi to provide the form to request placement on Main Street for the banner.

Entertainment

- Need to confirm with the suggested entertainment that they have a BRC and W9.
 - Mummers and Banjo Rascals do not have a BRC, so we can not use them.
- Rob will contact Mr. Messenger about the MHS band.

Menorah Lighting

- Will take place on the Plaza on Sunday, December 18.
- Janet Suss is the contact person for Temple Emanu-El and Dan Hirsh is the contact person for Neve Shalom
- Suggested program:
 - To start at either 4:30 or 5pm with remarks from Temple Emanu-El and Neve Shalom presidents and clergy, followed by remarks from the mayor and then performances from Temple Emanu-El's choir and Hazzan Levin (accordion), ending with the menorah lighting and blessings.
 - Temple Emanu-El offered to provide chocolate dreidels and gelt.
- Staging and sound is needed.
- Need to find a local business to donate hot cider and donuts. Question from the commission, does it need to be Kosher?
- Ellen will request a conference call with Dan and Janet to discuss further.