

Metuchen Parade Commission  
November 14, 2023, 7:15 PM  
Senior Center

## Minutes

**Attendees:** Rick Bienvenue, Maggy Cook, Dan Granato, Bernie Hertzal, Terry Kohl, Ellen Regan and Wendi Richards

## Winter Festival Parade

Sunday, November 26 starting 4pm, ending with the tree lighting ceremony at The Plaza.

Theme is Making Spirits Bright.

Parade will stage in the Halsey lot and step off from Wernik Place, ending at The Plaza

### Pre-Event

- Ellen will notify the marchers to arrive at the Halsey Lot by 3:15 p.m.
- Wendi to print Line of March signs for staging at Halsey Lot
- Ellen will ask fire dept for cones, vests and Unit 9 to transport Santa and Mrs. Claus
- Ellen to ask Rob to provide sound at Cai's, as well as the Plaza
- Ellen to ask First Baptist if they need tables
- Dan to ask American Legion to donate candy canes for Santa to hand out; if they can not, then Maggie offered to donate. Need to create sign to thank whoever donates the candy canes.
- DPW to put the Forum Theater sign up promoting the Parade

### Day of the Parade

- At 1:30pm:
  - DPW to drop sleigh, tent, lights, garland, backdrop and rope/stantions at the Plaza and set the stage for the Mayor
  - Maggy, Terry, Bernie and Ellen to set-up/decorate Santa's tent, then decorate the stage at Cai's
    - Maggie to bring wrapped packages and chairs
    - Bernie to bring zip ties
    - Ellen to bring the Line of March script for the MCs
- At 2:30pm:
  - Rob and Denis to prepare the lot to stage the marchers
    - Need additional volunteers!
- At 4pm:
  - Marchers to step off from Wernik Place
  - MCs to be in place in front of Cai's to introduce the marchers
- Immediately following the Parade, in this order:
  - Children's RiseUp to start the program in the Plaza (2-3 songs)
  - Mayor to address the crowd, then light the tree
  - Pictures with Santa and Mrs. Claus to open; volunteers needed to help

## Menorah Lighting

Thursday, December 7 at 6:30pm

- Ask Cai's to provide hot chocolate
- Need to consult with the synagogues on the program
- Ellen will email inquiring about the whereabouts of the menorah, DPW will pick it up and test beforehand