



**Celebrate Ludlow Committee Meeting Agenda for “Light Up Ludlow”**  
**Christmas tree lighting event**

**October 16, 2025 Selectman’s Conference Room, 6:00 p.m.**

1. Type of Meeting: Celebrate Ludlow Committee “Light Up Ludlow” event
2. Meeting Facilitator: Linda Collette
3. Roll Call, Pledge of Allegiance
4. Acceptance of Meeting Minutes from prior meetings of October , 2025
5. Town Christmas Tree Lighting update:  
Electrical being worked on, town hall storage shed is cleaned and items stored properly in bins. A new storage container will be purchased after the Oct. Town Meeting when the funds can be moved to CL account.
6. Advertising- CL will pay for 100 lawn signs (\$400), Banners (three of them) (\$200), flyers (\$25). Radio time on WARE 97.7 would cost approximately \$300 – 400 or more depending on how many spots we choose to have played.
7. Mass Appeal - CL and Rotary to do a live on the show. Linda put in a request at WWLP and will be on air November 17, Kevin Vestal from Rotary will go on air with Linda. 🎵
8. Food - Two food trucks have been secured, Big Y cookies (make, decorate and take), Hot chocolate – Ludlow Cares? Popcorn- will be popped fresh at town hall and donated by the Collette family.
9. Crafts/Activities- Reindeer Food- Girl Scouts will provide and assist in this activity. Make and take an ornament - ? Other fun crafts for kids and families to do - ? Who will sponsor this?
10. Toys for Tots- Kevin Vestal - The Ludlow Rotary group is heading this sub-committee. This is what will make this event very special. The Rotary will take care of all things related to Toys for Tots.
11. Music – get the LHS and Baird MS Choir to sing carols, and also the youth groups, LYSA, LHA already on board.
12. Special Characters – We own costumes for Elsa, Ana and Spiderman. Ask LHS drama kids to be these characters, walk around, meet and greet (inside town hall, and maybe pop outside for a few minutes). Linda will order some elf costumes to add to our fun. Tally the Elf idea.
13. Buy an Ornament - CL purchased large Christmas balls to be wired to the tree panels. They will sell for \$5 each and have the name of your loved ones, teams, organization, etc. painted on them and hung on the tree. We started selling them at Falling Into Fun event and would like to sell them again before the Nov. 30<sup>th</sup> event.

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14. Burn barrels – have been approved by LFD. We'll have to obtain 3-4 of them. DPW can provide wood.  
Looking to ask the older Scouts to assist in watching over these to keep people (kids) safe while keeping warm.
10. Shed decorating – still need helpers to create and decorate, also looking( for donations to buy plywood, paint and decorations. This will be done on November 21-23. Help is needed with this too.
11. Banners – Cheryl Lukas will create the artwork which will include the Toys for Tots train logo. Thank you, Cheryl. Linda will order them. DPW can hang them.
12. Lawn signs for Christmas Tree Lighting – will be ordered this month. All are asked and tasked to help get them out around town. They will also be used year after year so they will need to be retrieved after the event where they'll be stored in the container/shed.
13. Large tree set up – will take place on Saturday, November 22 at Town Hall, time approximately 10:00 a.m.
- Tree set up – 6-8 people for tree      Small tree set up – 2-3 people      Wreath & street garland set up, DPW
15. Tree take down – set for January 10, 2026. Veteran's will assist, still need more volunteers and committee members to help.

Discussion – Open – Updates

Not all topics listed in this notice may actually be reached for discussion. The topics listed are those which the Chair reasonably expects will be discussed as of the date of this notice.

Please note: Villa Rose "Dine Out for a Cause" 2026 - February 4<sup>th</sup> and August 5<sup>th</sup>

Next Celebrate Ludlow meetings: November - 3rd and 17

**November 22- Set up tree day! Get all outdoor displays up and ready for Nov 30<sup>th</sup>.**

**November 30<sup>th</sup> – BIG DAY!! Light Up Ludlow!!**

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