

Notes

How many ARB members plan to attend? So far, count is 5—some can attend the morning sessions but not afternoon. Need help with set-up (starting around 8:00 AM) and clean-up (probably will last until 4:30 PM).

Discussed rain day. If raining, show film during the afternoon in lieu of afternoon sessions in cemetery.

Handouts in a folder for each participant

- Include: workshop agenda, state cem laws, reference/source list, county cem survey form, how-to briefs/articles, speakers' bios.
- DHR will bring stack of cemetery posters
- Discussed copying DHR's iconography booklet to be added to attendee folders. Images in the booklet are very difficult to read, examples are Hollywood Cemetery-centric, a lot of white space on pages. Could we create our own booklet by adding photos to DHR's text? Ask DHR to send electronic copy of booklet. Julie volunteered to investigate available photos of cemetery icons. Wendy will contact DHR.
- Request speakers' bios & write up bio page.
- Change Lory Payne's first name at her request on agenda.
- Mary suggested Heflin's Memorials Service in Remington. **Add to source list**

Include a **large map** of identified cemeteries on county GIS. Set up on an easel in room. Julie had great idea to include an opportunity for participants to locate additional cemeteries using pins and naming them on attached papers/forms.

- Request map from GIS.
- Look for foam board & pins.
- Remember to pack the easel!
- Create instruction page to place at map.

Registration—So far, 6 (with Ray Root). Mary said that Ray could also help with set up. ☺!  
Spoke with Patricia Downey, Fauquier Co Schools, Dept. of Instructional Services. She will send flyer to teachers & present event for ed credit. Teachers can register free of charge.

Lunch—menu, caterer. Renee's has an \$8.50 bag lunch with a sandwich, Route 11 chips, & cookie. Panera B has an 8.00 box lunch with sandwich & chips. Good to buy local, so will probably go with Renee's—better deal, too. Coffee from Red Truck—probably costs more but easier to pick up. Breakfast pastries, afternoon snack, bottled water, lemonade &/or tea, cups, napkins, utensils, etc. buy at grocery with cash advance.

- Proceed with cash advance. Check with Jan re: advance procedure.
- Will Renee's allow invoice, instead of cash on delivery? Will they deliver on a Sat?
- Place lunch & coffee orders.

Event Promotion

Contact/send electronic invitation to:

Churches with historic cemeteries & community cemeteries

Local garden clubs

Warrenton Antiquarian Society

Ask Maria DelRoso for Round Table participant list. Sent to Sesquicentennial Committee.

Send workshop info to Fauquier Times & Fauquier Now. Added to FN calendar.

Hilary volunteered to write up article/press release for the newspapers.

Send out event flyer to ARB members.