

Window Dressers Update 11-28-18

We finished measuring customers for the SP Window Dressers Community Workshop on November 20th and the workshop is now closed to new customers.

We have 44 customers and measured a total of 323 windows for South Portland. Additionally, we measured another 24 windows for other CWs and we will be measuring a handful more customers for the Allagash Brewery CW that's taking place Jan 16-19, 2019.

20 of our customers have already signed up for workshop shifts. We also have a fair number of volunteers that have signed up as a result of outreach by 350 Maine and Sierra Club Maine as well as some local folks who have contacted me just about volunteering. I'll be reaching out to all customers with detailed info about location and with a signup reminder. We will also be checking in with all customers a few days before the workshop to remind them when their shift is.

- Wells CW Dec. 7-16 Wells Reserve at Laudholm. Will start wrapping on Dec. 11. Recommend any of us that will be acting as shift supervisors, sign up to volunteer there if possible as a refresher.

We didn't quite meet our target of 22% of our inserts going to low income residents, but again the target is for the organization as a whole.

- "With 90% of our inserts for the 2018-19 season already measured, we currently have 33.8% of the inserts free to low income customers. I expect that percentage to stay the same or rise slightly when the final 10% of measurements come in over the next 3 weeks." Laura Seaton 11/28/18 email.
- If we do this again, this could be something that we focus some of our outreach efforts on.

Thurs. Jan. 3rd – 2-3 volunteers to drive to Rockland & back

Friday Jan. 4, - Workshop Setup day – handful of volunteers needed , I'm guessing it more than a few hours. (JSW check in with Elissa about this)

Saturday Jan. 5 – Our Workshop begins

Thursday, Jan. 10 – Our Workshop ends

Friday, Jan. 11 – break down, clean up, deliver materials to Allagash Brewery for their CW starting Jan. 16th

Week of Jan. 21 – Call all customers to make sure inserts fit and are working well. Anyone who wants to help with this would make it go a lot more quickly.

Food (see attached schedule) – 6 days, approx.20 people each day

All 6 days are covered to some degree by volunteers and 350 Maine has offered to buy lunch one day through a local business.

(Maybe swap 350 with Amatos and have 350 buy drinks, snacks, etc. What do we think Amato's will offer? If pizza, since we already have 2 days of pizza, let's stick with what 350 will do and see if Amato's will do beverages & snacks.)

Food Needs

- 2 bags apples
- 3-4 bags clementines
- 2-3 bags chips/pretzels/popcorn
- 1 Loaf of bread, peanut butter & jelly
- Cookies
- Brownies
- Tea – **JESSICA WILLIAMS**
- Milk – **JESSICA WILLIAMS**
- Sugar
- Honey – **JESSICA WILLIAMS**
- Sparkling water/Seltzer
- Juice
- Electric Tea Kettle
- Coffee Makers
- Hot Plate

Utensil Needs (reusables are preferred so as to minimize waste)

- Plates – **JESSICA WILLIAMS**
- Cups – **JESSICA WILLIAMS**
- Mugs/cups for hot beverages
- Bowls
- Utensils (forks, knives, spoons) – **ELLEN ZIMMERMAN**
- Serving utensils
- Napkins
- Paper towels – **ELLEN ZIMMERMAN**

SMCC Construction Technology Break Room Amenities

- 1 or 2 small refrigerators
- Microwave
- Toaster oven

Check-in with SMCC/Dave Eng First week of December

- 10 rectangular tables – 6' or 8' each
- 20 chairs
- First Aid Kit in workshop space?
- Need open wall space in workshop to sort orders by customer
- Signs to direct volunteers to location – SMCC has sign holders? What size should the signs be?

Materials/Items Needed

- Name Tags
- Sharpies
- Tape – duct, masking
- First Aid Kit
- Trash Bags
- Recycling Bags