

Sub-Committee Name: COORDINATION OF VISITOR & EVENT INFORMATION

Meeting Date: September 12, 2006

Sub-committee Coordinators:

Robyn Bell, Cambridge Office of Tourism
Denise Jillson, Harvard Square Business Association

Volunteers:

Karen Kelley, Cambridge Local First & Cambridge Artist’s Cooperative
Sean Buffington, Harvard University
Devorah Sperling, Harvard University

				NOTES
Create a Cambridge Visitor’s Center in Harvard Sq. that houses brochures, maps, another information for Harvard Square and other areas of the city.	Identify a suitable location	Harvard Univ. Real Estate, Harvard Community Affairs Office, Various Property Owners	Estella Johnson	
	Develop a project proposal including operating budget, staffing requirements, fundraising plan			City management had shown support for the idea in the past and could encourage City Council to consider it. There may be grants that COT could apply to this sort of project.
Develop an interactive and automated digital display in a central Harvard Sq. location that provides visitor and event information for Harvard Sq. and other areas of the city.	Identify appropriate location	Harvard Community Affairs, Harvard Univ. Real Estate, Various Property Owners	Estella Johnson	
	Contact Combined Business Association to explain project		Denise Jillson, Estella Johnson	
	Determine project fundraising requirements.		Denise Jillson, Estella Johnson	
	Develop a proposal describing project scope, project budget, community benefits, necessary partnerships, technological aspects, data requirements	HSBA	EDD/HSBA	Would need to have further meetings to better understand details of project concept and requirements
Promote better coordination and more links between different events organized by various organizations	Find ways to better link different event organizers	Ivy Molan & Ned Hinkle, Brattle Theatre; HSBA Events committee		