**Event Logistics and Operations**

Meeting Date: 3.10.2020 Minutes Taken By: Karly Martin

**Attendees:**

**Invited:**

Cory Silver, Elaina Mendes, Richard Montefusco, Brendan Leddy, Pete Puccio, Ashley Christensen, Jeannie MacIntyre, Dennis Leskzo, John Murphy, Carlos Dos Santos, Jillian Fernandez, Christine Laedke, Cathy Kost, Mark Gegeny, Eric Gomez, Karly Martin

**Present:** Cory Silver, Elaina Mendes, Brendan Leddy, Pete Puccio, Ashley Christensen, John Murphy, Carlos Dos Santos, Jillian Fernandez, Christine Laedke, Cathy Kost, Mark Gegeny, Eric Gomez, Karly Martin

**Absent:** Richard Montefusco, Jeannie MacIntyre, Dennis Leskzo, Carlos Dos Santos,

**Agenda:** COVID-19 Changes

New Events:

Previously Discussed:

Ongoing issues:

**Event One:**

Date:

Time:

Location:

Set Up:

Budget:

Staffing:

Catering:

Media:

Ticketing:

Police:

Custodial:

Event Details:

**Event Two:**

Date:

Time:

Location:

Set Up:

Budget:

Staffing:

Catering:

Media:

Ticketing:

Police:

Custodial:

Event Details:

**Open Discussion:**

All events cancelled, no matter size

Meetings discussed on case to case basis, encouraged to be on web

No off-campus visitors on campus at all

Buildings will be closed to non-campus occupants

^^^^^through April 30th

Student employees may report to work if they have not travelled out of state- they cannot reside on campus

Notify contractors for carnival that it is cancelled