**Event Logistics and Operations**

Meeting Date: March 4th, 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, Dennis Leskzo, John Murphy, Carlos Dos Santos, Jillian Fernandez, Christine Laedke, Cathy Kost, Mark Gegeny, Eric Gomez, Karly Martin

**Absent:** Richard Montefusco, Jeannie MacIntyre

**Agenda: WestFest Week, Ashley Christensen**

**Event One:** BSU Fashion Show

Date: 4/17

Time: 7pm

Location: Ives Concert Hall

Set Up: Additional stage piece

Budget: SGA

Staffing: ECM

Media: Projector needed

Ticketing: No longer charging for the after-party in CC Ballrrom

Police: Kathy Cost and Cory Silver will be confirming that security has been hired

Custodial:

Event Details:

* + Want additional stage piece
	+ In process with funding

**Event Two:** PAC Coney Island Trip

Date: 4/18

Location: Off Campus

**Event Three:** PAC Earth Day Novelty

 Date: 4/20

 Time: 12pm

 Location: MTSC Lobby

 Set Up: Need 3 tables

 Budget: PAC

 Staffing: CSC to provide tables

**Event Four:** FSL Dodge for Dollars

Date: 4/22

Time: 8pm

Location: O'Neill Center Gym (to be confirmed)

Set Up: TBD

Budget: FSL

Staffing: ECM (TBD)

Event Details:

* + Location change from Berkshire Gym to O’Neill Gym
	+ Expecting about 50 people
	+ Need to make web request through EMS for O’Neill Center Gym

**Event Five:** PAC Speakeasy

Date: 4/23

Time: 8pm

Location: Colonial Corner, (Coffee House)

Set Up: Same as Coffee House (TBD)

Catering: Change in food from Coffee house menu (TBD)

PAC contacting Elaina

Event Details:

* Replacing coffee house for that day
* Hopefully indicative of further future events

**Event Six:** WAC and PAC Amazing Race

Date: 4/24

Time: 3pm

Location: WS Campus

Set Up:

Budget: WAC, PAC

Police: TBD

Custodial:

Event Details:

* + Want to utilize the pond at Ives Concert Park- canoe around the lake
		- Safety conerns over using the pond to be further discussed with WCSU Grounds and John Murphy
	+ Would need lifeguards – arrangements with REC TBD
	+ Need tables set up for knot tying, etc.- need to determine how many
	+ Time- start at 3pm, last heat starts at 6pm, hoping to end around 7pm
	+ Pushing tables onto grass and sidewalks instead of in the parking lot
	+ WAC will get in touch with WestConn police about event and street/parking usage
	+ Rain or shine

**Event Seven:** PAC Mini Golf and Arcade Games

Date: 4/25

Time: 5pm

Location: WS Ballroom

Budget: PAC

Event Details:

* + Arcade games inside Ballroom, mini golf on patio outside of Ballroom
	+ If it rains, it will be moved inside
	+ Need 3,000 square feet for mini golf

**Event Eight:** REC Sand Volleyball

CANCELLED

**Event Nine:** PIBE Acapocalypse

Date: 4/27

Time: 8pm

Location: Ives Concert Hall

Budget: PIBE

Staffing: ECM

Event Details:

* + Scheduled at 6pm, need to confirm time

**Event Ten:** SGA Club Thrift Store

Date: 4/21 - Moved from the 4/28th

Time: 11am-2pm

Location: MTSC Plaza

Set Up: Need about 10-15 tables

Budget: SGA

Staffing: n/a

Catering: Possible food truck

Media: n/a

Event Details:

* + Occurring at the same day, time, and location as cash cube

**Event Eleven:** PAC Bingo

Date: 4/29

Time: 8pm

Location: WS Ballroom

Set Up: Regular set up as bingo

Budget: PAC

**Event Twelve:** IRHA Condom Casino

Date: 4/30

Time: 8pm

Location: WS Ballroom

**Event Thirteen:** WestFest Carnival

Date: 5/2

Time: 6pm-11pm

Location: WS Commuter

Set Up: Items for event will be brought to parking lot mainly on Thursday 4/30, in preparation for inspection on Friday 5/1

Budget:

Staffing:

Catering: Food trucks, Sodexo providing drinks

Media: WXCI will DJ- providing their own sound system

Ticketing:

Police: Last year had Police and Ambulance on scene

Event Details:

* + Buckets and grabbers for firework clean up
	+ Firework display is scheduled for 8:45- need to confirm details about when they are arriving
	+ Need to inform Fire Marshall, airport, and FAA about fireworks
	+ If weather is not permitting, fireworks are cancelled: decision will be made by 12pm the day before
	+ Need generator and panel
	+ Carnival has own generation plant
	+ Need to discuss the number of tables needed and inform Christine and Cory
	+ Send John form for porta potties

**Open Discussion:**

4/21- Cash Cube- TBD

* Need to purchase one
* Details need to be sorted out
* May be outside on the plaza with SGA Club Thrift Store

4/27- PAC Kettle Korn- MTSC Plaza

* Need 2 tables

4/28- PAC Trivia

* Westside ballroom at 8pm
* Sitcom trivia
* Need same set up as bingo: projector, screen, etc

Wonderball:

* Rescheduled to 4/25
* 12pm-11pm
* Ive’s Concert Park
* Parking on Westside will be difficult due to Jazz Fest, the musical, and New Fairfield Junior Prom all happening at once