**Event Logistics and Operations**

Meeting Date:  August 13th, 2020         Minutes Taken By:  Jillian Fernandez

**Attendees:**

**Invited:**

Cory Silver, Elaina Mendes, Richard Montefusco, Brendan Leddy, Pete Puccio, Ashley Christensen, Dennis Leskzo, John Murphy, Jillian Fernandez, Caity Barry, Cara Byrne, Jazmin Infantas, Christine Laedke, Cathy Kost, Mark Gegeny, Eric Gomez, Mikey Cothias, Audrey Redpath

**Present:**  Cory Silver, Elaina Mendes, Richard Montefusco, Brendan Leddy, Pete Puccio, Ashley Christensen, Dennis Leskzo, John Murphy, Jillian Fernandez, Caity Barry, Cara Byrne, Jazmin Infantas, Christine Laedke, Cathy Kost, Mark Gegeny, Eric Gomez, Mikey Cothias, Audrey Redpath

**Absent:** Cathy Kost, John Murphy, Cory Silver

**Agenda:** SGA Clubs Carnival

New Events:  SGA Clubs Carnival

Previously Discussed:

Ongoing issues:  LEAP Week

**Event One:** Modified Clubs Carnival, Mikey Cothias/Audrey Redpath

Date:  Wednesday, September 2nd, 2020 (Rain Date: Thursday September 10th)

Time: 11am-5pm

Location: Spread out across the midtown Campus, Fairfield Lawn, SC Plaza, Higgins Quad, Science Building lawn, area in back of Fairfield

Set Up: ECM Blue tables, SGA will discuss and confirm the delivery/deployment of tables in order to comply with social distancing

Budget: SGA

Staffing:  SGA/Club volunteers to help with flow

Catering:  Tent/food table set up

* No Food trucks
* No tables/chairs will be set up specifically for eating
* All food provided will have disposable packaging
* 3 zones across campus
* No self-service water stations

Media:  SGA would like to use the sound system in Higgins Hall, WXCI set up in the quad, conflicting sound spaces

Ticketing:  N/A

Police:  PD Will not be involved in the enforcement of social distancing

Custodial: Grounds will put out extra garbage cans, as well as the garbage cans already out on campus

* Requested that map created by SGA be sent to facilities
* Facilities will communicate with electricians regarding electrical needs for clubs
	+ Clubs will only request electrical power if absolutely necessary per SGA)

Event Details:

* Stations for food spread out across the campus
* Tables for clubs spread throughout
* Provide map
* Tent on science building lawn (Dean Cramer)
* Conservative estimate for clubs attending is 25
* A member of SGA will be on campus to start to develop a map after confirming with the Emergency Manager
* A member of SGA will speak with Pano regarding distribution of t-shirts, etc
* SGA will communicate with clubs regarding the location of tables (once tables have been set to comply with social distancing guidelines, they are not to be moved

**Open Discussion:**

 Audrey Redpath:

* SGA investment in ground markers, suggestions asked
* Brendan Leddy:
* Small traffic cones, labeled with numbers

Audrey Redpath:

* Questions about social distancing in the crowd/crowd control
* Brendan Leddy:
	+ Speak with Pano
* Christine Leadke:
	+ Speak with Pano regarding crowd control, crowd size, social distancing
* John Murphy:
	+ Compliance with social distancing is part of Student Code of Conduct
	+ Repeated messages of social distancing compliance and wearing masks

Mikey Cothias:

* Can SGA request signage from university regarding social distancing compliance/masks?
* Christine Laedke
	+ SGA can make a request through UPD for signage

\*Follow up to Pano regarding all open questions will be made with Christine, Audrey and Mikey\*