**Event Logistics and Operations**

Meeting Date:  August 17th, 2020         Minutes Taken by: Cara Byrne

**Attendees:**

**Invited:**

John Murphy, Mark Gegeny, Cory Silver, Tassio McFarlane, Jillian Fernandez, Cara Byrne, Jazmin Infantas, Dennis Lesko, Ashley Christensen, Walter Cramer, Ron Mason, Elaina Mendes, Peter Puccio, Brendan Leddy, Marisa Gueli, Jala Cooke, Amy Shanks, Cathy Kost, Virginia Diaz, Daryle Dennis, Jeannie MacIntyre, Richard Montefusco, Richard DaSilva, Eric Gomez, Caitlyn Barry, Michael Spremulli

**Present:**  Cory Silver, Elaina Mendes, Pete Puccio, Ashley Christensen, Dennis Leskzo, John Murphy, Jillian Fernandez, Caitlyn Berry, Cara Byrne, Jazmin Infantas, Christine Laedke, Mark Gegeny, Eric Gomez, Jala Cooke, Walter Cramer, Tassio McFarlane

**Absent:** Cathy Kost, Brendan Leddy, Jeannie MacIntyre, Michael Spremulli, Marisa Gueli, Richard DaSilva, Richard Montefusco

**Agenda:** LEAP Week

New Events:  LEAP Week

Previously Discussed: SGA Clubs Carnival

Ongoing issues:

**Event One:** Entering the gates ceremony reception

Date:  Monday, August 24th

Time: 1:30pm

Location: Next to Volleyball court, Science Building lawn

Set Up: Tent, Stage, 3 Tables, Chairs 6 feet apart

Budget: Student affairs

Staffing: Sodexo

Catering:  Tent/food table set up, 2 tables in Litchfield, Newbury, and Centennial with cupcakes and individual soda cans

Media:

Ticketing:

Police:

Custodial:

Event Details: Entering the gates ceremony is virtual, this event will be held afterwards

**Event Two:** Rec Fest, Barbecue

 Date: Tuesday, August 25th

 Time: Based on resident halls, but 4pm-6pm

 Location: Tent outside on Science Building lawn, rain location is student center restaurant

 Set up: Need to know numbers before anything is decided

 Budget: Student affairs

 Staffing: Sodexo

 Catering: Sodexo

 MTSC will be closed after 3pm

**Event Three**: Rec Fest

 Date: Tuesday, August 25th

Time: 2pm-6pm

 Location: Science building lawn

 Set up: A bunch of tables and chairs-did not specify how many

 Budget: REC

 Staffing: REC staff

 Catering: Ice cream emergency truck from 2pm-4pm, barbecue starts at 4pm

Media:

Ticketing:

Police:

Custodial:

Event Details: Mainly water events, slip and slide, water pong, water wars, photo booth

**Event Four:** Life Hacks

Date: Thursday, August 27th

Time:

 Location: Science building lawn

 Set up: 15 tables, 20 chairs under the tent,

 Budget:

 Staffing: Someone at beginning and end of tent, 1 person per department

 Catering: Ice cream emergency truck

Media:

Ticketing:

Police:

Custodial:

Event Details: Variety of programs to help students

**Event Five:** Coffee House

Date: Thursday, August 27th

Time: 8pm

 Location: Science Building lawn, under tent

 Set up: Usual coffee house set up, 35-40 chairs, stages

 Budget: Student affairs

 Staffing:

 Catering: Cupcakes and Soda cans, outside the tent

Media: Coffee house set up

Ticketing:

Police:

Custodial:

Event Details: Open mic, wiped down after each performer, variety of acts

**Event Six:** Enrollment service fair, not confirmed

Date: Friday, August 28th

Time: 10am-2pm

 Location: Student center plaza, rain location: Student center lobby

 Set up:

 Budget:

 Staffing:

 Catering:

Media:

Ticketing:

Police:

Custodial:

Event Details:

**Event Seven:** Work Study Job Fair, not confirmed

Date: Friday, August 28th

Time: 2pm-4pm

 Location: White hall 122

 Set up:

 Budget:

 Staffing:

 Catering:

Media:

Ticketing:

Police:

Custodial:

Event Details: Federal work study students only, off campus organizations will give part-time opportunities to students

**Event Eight:** PAC Bingo

 Date: Friday, August 28th

 Time: 8pm

 Virtual

**Event Nine:** PAC Joel Meyers

 Date: Saturday, August 29th

 Time: 8pm

 Virtual