**Event Logistics and Operations**

Meeting Date: 1/30/2020 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, Richard Montefusco, Brendan Leddy, Pete Puccio, Ashley Christensen, Dennis Leskzo, Jillian Fernandez, Christine Laedke, Cathy Kost, Mark Gegeny, Eric Gomez, Karly Martin

**Absent:** Jeannie MacIntyre, John Murphy, Carlos Dos Santos

**Agenda:**

11:00am Admissions Team: Accepted Students Day: Saturday, April 4, 2020 Midtown Campus

11:20am Cory Silver: Gym Rev: February 22-23, 2020 O’Neill Center

 CT Mission of Mercy Dental Clinic: March 16-21, 2020 O’Neill Center

11:30am Eric Gomez: Welcome, Eric! VPAC Spring Events update

11:40am Open Discussion

New Events: BSU attended to discuss Fashion Show, Dennis discussed controversial speaker policy, Spring Events from Christine

Previously Discussed:

Ongoing issues:

**Event One:** Accepted Students Day, AnnMarie Savarese

Date: Saturday April, 4th 2020

Time: All Day

Location: Midtown

Set Up: ECM, White hall, library, Warner, clubs in the lobby of Student Center

Budget: Admissions

Staffing: Student employees from Admissions, ECM event support

Catering:

Media: No laptops necessary, iPads from Admissions will be used

Ticketing: n/a

Police: n/a

Custodial:

Event Details: looking for more student volunteers \*will need guides in White Hall for the balcony entrance, see attached notes provided in ELO 1/30

**Event Two:** Gymnastics Revolution, Cory Silver

Date: February 20-23

Time: 7am-10:30pm

Location: O’Neill Center

Set Up: ECM

Budget: ECM

Staffing: ECM

Catering: Concessions

Media: n/a

Ticketing: n/a

Police: outside security for parking, put out barriers

Custodial: In contract

Event Details: Parking changes for VPAC, alternate plans due to snow if applicable

**Event Three:** CT MOM – Dentist, Cory Silver

 Date: Spring break

 Time: Tuesday – Saturday of spring break

 Location: ONC

 Set Up: ECM, Trades, CT MOM

 Budget: ECM

 Staffing: Asking for volunteers, Dennis Leszko, volunteers from the Newman Center, move out Saturday night

 Catering:

 Media: media equipment as well as media staffing requirement

 Ticketing:

 Police: Attendees lining up early, staying on campus

 Custodial:

 Event Details: 1800 people per day, volunteers needed, dentistry for the homeless. On the 20th, VPAC has middle school jazz, 8am-5pm, potential traffic, make school aware.

**Event Four:** Eric Gomez, Welcome, General Events

Date: May 27th- June 14th potential events

Time: n/a

Location: VPAC

Set Up: VPAC

Budget: VPAC

Staffing: n/a

Catering: n/a

Media: VPA

Ticketing: n/a

Police: Parking issues with high school graduations at the same time

Custodial:

Event Details: Theater events for the spring / summer, most are dance recitals, potential construction, potential traffic, etc, how does ELO work?

Around the room, what constitutes a large event, how does ELO run

Focused on large events that affect all in the ELO, making sure logistics are covered across multiple departments, not focused on number of attendants, more on the type of event. Parking on WS campus. Need to reach out to Police about PD at large events

**Event Five:** BSU Fashion Show, Harrison Tagnidoung

Date: April 17th, rehearsal 4/13-16th

Time: Monday 8-9, Tuesday 7-1030, Wednesday 7-1030, Thursday 7-1030, Friday show and rehearsal 3-1030, show 7pm

Location: Show in ICH, after party in CC Ballroom

Set Up: WH 122 as dressing room, Extra piece of staging in the front of stage?

Will go back to BSU and get back

Budget: BSU, Potential

Staffing: ECM in

Catering:

Media: Media Service, DJ vs no DJ, lighting and projection, Media Services needed for rehearsals

Ticketing: Tickets for after party, after party open to public, guest policy

Police: Security guards, outside security company, billed to CSI

Custodial: no custodial after 10pm, will need to be paid for out of BSU budget from 10pm on.

Event Details:

* Part of West Fest
* Harrison presented BSU’s concern with being required to have security at the after party, as well as at Chocolate Lounge. They feel it is unnecessary and not all clubs are required to have security, so why are they.
* Officer Montefusco explained that all parties/dances are required to have WCSU Police as well as t-shirt security. The reason it looks like the security people are not doing anything but standing there is because their presence is to deter event attendees from making unruly or dangerous choices. This is a safety decision. The PD determines which events will require security and how many security personnel are needed on a case by case basis, depending on event type, location and number of attendees.
* T shirt security has never been at Fashion Show in ICH
* WestConn PD has a regular shift officer at Fashion Show in ICH
* No alcohol will be at after party
* Send Pete or Christine info for slideshow
* Max capacity of 300 in Ballroom
* Mark to meet with BSU about after party separately
* Make sure billing for staff is correct

**Open Discussion:**

Dennis Leszko, Controversial Speaker Policy

* + No current policy
	+ Began with discussion about immigration policy speaker 2019
	+ Outside speaker on the club side, if they plan to bring a speaker with issues such as politics, religion, mental health, needs to be registered with CSI to send out info to relevant orgs
	+ Created because of Newman center event
	+ What do other universities do? (CSU specific)
		- Conservative speaker at Central example
		- Adopt another CSU policy? - Montefusco
	+ Not “Vetting” speaker, but to give the University time to allocate resources
		- Potential for background checks on speakers
			* Has been done for bands or performers
		- Used for prep
	+ Still in the works with Dennis, currently no policy in place
	+ On campus events vs not on campus (Newman Center vs Student Center)

Christine Laedke, West Fest and General EMS Requests

* + Clubs and Orgs were asked to submit spring events in December 2019, not all requests have been submitted
	+ Spring is an extremely busy time for all departments involved, advisors to clubs and orgs are reminded to encourage students to submit requests
	+ West Fest will have its own ELO specific to West Fest events

**Accepted Students Day 2020**

1. ***Saturday April, 4th 2020***
2. Buildings in use
	1. Midtown - All Midtown Campus buildings opened by 8:00am
		* Old Main
		* Library
		* Student Center
			+ Lobby
			+ Theater
			+ Rooms 201, 202
		* Science Building - \*Still determining specific rooms
		* Higgins - \*Still determining specific rooms
		* Berkshire Hall -\*Still determining specific rooms
		* Warner Hall
			+ Lyceums
		* White Hall
			+ Lobby
			+ Ives Concert Hall
			+ Rooms 112, 122, 127
		* Fairfield/Newbury/Litchfield
3. Student check-in begins at 9:00am
	1. White Hall Meeting Room 127
4. From 9:00am-9:30am early bird tours of Midtown Campus
5. 8:30am-11:00am Honors Welcome and Continental Breakfast Science Building 125
6. Technology Set Up
	1. Ives Concert Hall
		* Technology for presentation
		* Audio & Video to stream welcome to SB125
	2. Student Center 201
		* Microphone
	3. Science Building 125
		* Technology for presentation
		* Technology to play stream from Ives
	4. Warner Hall Lyceum 102
		* Microphone
		* Technology for presentation

1. Equipment Set Up
	1. Ives Concert Hall
		* First set up: Podium should be center stage with 4 chairs on either side for morning welcome presentations
		* Second set up: 2 narrow 6ft. tables (skirted) behind the grand drape waiting to be placed at 1:00 p.m.
	2. Student Center Lobby
		* Tables
		* Chairs
	3. Student Center 201
		* Chairs for panel
2. Food Set-Up
	1. Continental Breakfast
		* White Hall 122
		* SB lobby
	2. Refreshments
		* WH 122
		* 1st Floor of Old Main

1. **Schedule of Events**

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| TIME | EVENT |
| **9:00 a.m. – 10:00 a.m.** | **Continental breakfast and check-in**White Hall 122 |
| **10:00 a.m. – 10:45 a.m.** | **Welcome and opening remarks**Dr. John B. Clark, PresidentDr. Missy Alexander, Interim Provost and Academic Affairs Vice PresidentMr. Jay Murray, Enrollment Services Assistant Vice PresidentKeith Betts, Student Affairs Vice President |
| **11:00 a.m. – 12:15 p.m.** | **Meet with Deans and faculty** |
| **1:00 p.m. – 2:00 p.m.** | **Special panels and presentations**Student Center 201 |

**\* *Additional midtown campus tours will also be offered beginning at 12:15 p.m.***