**Event Logistics and Operations**

Meeting Date: 2-13-2020 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, Tassio Mcfarlane

**Present:** 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, Karly Martin, Tassio Mcfarlane

**Absent:** Cory Silver, Eric Gomez

**Agenda:**

11:00am WC3 Car Club Car Show April 5, 2020 WS Campus commuter lot – Jason Petraitis

11:20am Carry the Love event February 20, 2020 Ives Concert Hall – Daryle Dennis

11:40am Open discussion/questions/updates

New Events:

Previously Discussed:

Ongoing issues:

**Event One:** WC3 Car Club Show – Jason Petraitis

Date: April 5, 2020

Time: 9am-2pm

Location: WS Campus Commuter Lot

Set Up:

Budget: WC3 Car Club

Staffing:

Catering: Food trucks will be at the event. Food truck forms need to be given to Sodexo. Certificate for food trucks needs to be submitted a week before the event.

Media: A speaker will be borrowed from Media Services on Midtown on Friday, and returned on Monday

Ticketing: Ticket request forms need to be brought to Mark. The event is only charging for the show cars that are coming in, not the attendees of the event.

Police: One police officer needed on scene

Custodial: No custodial overtime available. One option is to have garbage cans be placed for the event on Friday and cleaned up on Monday. Another option could be if the food trucks bring their own garbage cans and dispose of waste themselves. Still needs clarification.

Event Details:

* + Box office workers are arriving at 8:30am
	+ Show cars are arriving around 9am. Some cars are coming earlier, but the box office has it taken care of.
	+ Attendees of the event are parking in the Centennial Hall parking garage
	+ Men’s lacrosse has a game at the stadium at 1pm. The faculty lot will be open for attendees of the lacrosse game to park.
	+ The event is rain or shine, no rain date.
	+ Request of drunk driving course. Golf cart is needed, contact maintenance.

**Event Two:** Carry The Love “Got Faith” –Daryle Dennis

Date: Feb 20 and 21, 2020

Time: 7pm-10pm on Thursday the 20th (clean up until 11pm). Bible study groups 3pm-5pm, and event in theater from 6pm-9pm on Friday the 21st.

Location: Ives Concert Hall on both days, WH 127 on Thursday the 20th, 202 on Friday the 21st.

Set Up:

Thursday Feb 20: Ive’s Concert Hall stage needs to be set with lighting, microphone stand, and screen. WH 127 needs mostly chairs and a few tables (capacity of about 40)

Friday Feb 21: Ive’s Concert Hall stage needs lighting, screen, microphone stand, and podium. Theater needs 30 chairs in a circle for first half of event (3pm-5pm). 202 needs 30 chairs in a circle (3pm-5pm)

Budget:

Staffing: ECM

Catering:

Media: Lighting, microphone stand, and screen for powerpoint needed for event on Thursday the 20th from 7pm-10pm. Lighting, screen, microphone stand, and podium needed for event on Friday the 21st from 6pm-9pm. The club is providing their own sound system (speakers), microphone, and instruments for their band.

Ticketing:

Police: Not needed during event

Custodial:

Event Details:

* Group is arriving on campus around 1pm on Thursday, Feb 20 and getting lunch through the line at 1pm.
* Group is heading into Ive’s around 3pm (need staff member and sound person at 3pm)
* WH 127 for members of group to stay in during the 7pm-10pm event.
* Bible study groups on Friday, Feb 21 in 202 and Ive’s theater from 3pm-5pm (separated males and females to each room)
* Ive’s theater needed on Friday, Feb 21 from 6pm-9pm for band and powerpoint presentation.
* On Friday group wants to walk around campus and try to reach out to students to introduce faith (university creating guidelines for language being used while talking to students). This plan may be changed, requiring the group to have reserved tables for students to come up to instead of the group walking around campus and engaging students.

**Open Discussion:**

**New Business:**

WXCI Wonderball 2.0

* Looking at April 25th in Ive’s Concert Park, date might not work
* Day long tiny music festival
* Idea of moving event to the town green (bombshell) and having campus shuttles bringing students to the event. If located here, the event would be sponsored