Events Committee
August 30, 2006

The next meeting date was reiterated:

All will be at 10 a.m.
Monday, September 11, 2006
Benefits Employee Information Day will be October 10.

Everyone should email Lesli Cotton with questions that they would like to see on an online survey following our event! Her address is: finlmc@langate.gsu.edu

Much of the conversation went in to discussing the layout of the room for the event

San’s group will be using 22 tables and they will have coffee, popcorn, taste of catering and energy drinks.

Gretchen will be creating the flyer, poster and display for the event. We have not decided how many flyers will be made, we are waiting on a quote from the printer to see if we should have one for every employee

San will be creating the thank you sign for the vendors

There was a discussion about a banner for the outside of the ballroom….undecided

Ed Able is going to recruit all of the entertainment that will play, with breaks in between, from 11:30 – 1:30

It was decided that there will be drapes around the entertainment sides to keep the noise level down

Cheerleaders will be attending between 12:00 – 1:00

Roger will continue to work on the layout to ensure that it is perfect for the event, even though he is leaving.

Everyone should try and recruit 1 person to volunteer for the event. There are still several vacant positions

Because most of the meeting was spent discussing how to improve the layout of the room, we did not discuss much else

Everyone seems to be working very hard at completing their tasks and doing an excellent job

The next meeting will allow us to see where we all are in the process of our individual tasks.