STAFF COUNCIL EVENTS COMMITTEE MINUTES
September 22, 2005 at 10 AM
Room 915, COE

Present: Renee Bazemore, Katie Lowry, San Miller, Anita Webb.

Members Excused: Dave Bledsoe, Carol Miller, Preeti Sagar.

Members Absent: Danny Darby.

Benefits Representatives: Tenesha Williams.

1. **Review Vendor List** – Katie will create an e-mail list of all internal vendors to follow-up about the registration for the event. We have received 10 RSVP's out of 173 invitations. This does not include Auxiliary Services.

2. **Benefits Vendors:** Lesli Cotton is following up with the outside Benefits vendors. 7 have responded out of 17.

3. **Confirmation e-mail** (include: Thank you, GSU Map, Comment Card, M-Deck Info) – Katie will create a confirmation e-mail that includes the above mentioned information for external vendors and a Thank You and Comment Card for the internal vendors.

4. **College & Department Lobby Marquees:** Katie will ask Carol Miller to research how to get our flyer to the individual Colleges so that they can add it to their announcements. Katie is to e-mail San Miller the flyer so that she can post it on the Auxiliary Services Marquee.

5. **E-mail Mary Nell Stone Flyer:** Katie will ask Mary Nell to post the flyer in PDF format on the Staff Council Website.

6. **Numbered Table Tents:** Katie will ask Carol Miller to create numbered table tent signs.
**Officer Reports:**

**Volunteers:** Dave Bledsoe, Preeti Sagar, Anita Webb – All volunteers have been contacting Preeti Sagar. We will schedule volunteers at the next meeting on October 6th. Two areas that we will need volunteers for is picture taking – set up before the event and during the event. Also, if Bruster’s Ice Cream is willing to give us free ice cream, we will need someone to man the table.

**Decorations/Signage:** San Miller San brought examples of signage templates. We also looked at signage from the Robinson College of Business’s EXPO. The committee voted on their favorite template.

*The following signs will be needed for the Fair:*

1. **Large Vinyl Welcome Sign** to be hung between the columns at the Student Center Entrance.
2. **3 Poster size** welcome signs for each entrance of the Student Center with directional arrows (Gilmer, Piedmont, Courtyard)
3. **1 Vendor Registration** Table Top
4. **5 Area Signs:** Health/Wellness, Retirement, Education, Auxiliary Services, Georgia State University Community
5. **1 Thank you Sign Poster Size** Thanks to all of the vendors who participated

**Catering:** San is working with the catering office to provide food for sampling as well as barbeque for sale at the front entrance.

**Name Tags:** San and Anita are going to work on creating name tags for the vendors. Katie will give them the names of the representatives.

**Communications:** Katie Lowry for Tazar Gissentanner –

2. **GroupWise Postmaster announcements** have been sent to Ines Reid and will go out on October 10th(morning) and 16th(evening), 2005.
3. **Villager** The article and advertisement have sent to Virginia Brown to go into the 10/4 issue. Debbie Rupp and Katie Lowry were interviewed by Melanie Medina- Managing Editor in University Relations for an article to come out in the 10/4 issue as well.
4. **University Calendar** – The announcement has been sent to Virginia Brown for the University Calendar.

**Supplies:** Anita Webb Spoke to Mary Nell about getting brochures, table banner, general supplies (tape, pens, scissors, etc.), and name tags for the Staff Council members. Anita is going to purchase candy to put out on the Staff Council table.

**Entertainment/Raffle:** Renee Bazemore has contacted the Athletic Department about getting Pounce and the GSU Cheerleaders to come over around lunch time, we will have a basketball hoop set up outside the ballroom, Renee will contact Melissa Buchheit about demos (Spin, Yoga, Hip Hop), discussed having a donut eating contest, Rialto has volunteered to do a 30 minute demo.
**Raffle Items:** Renee is contacting the Super8 to donate a hotel room, Katie is going to ask Carol Miller to research getting raffle items from the following vendors: Holiday Inn, Underground Atlanta, Marriott Residence Inn, Publix, Kroger, Starbucks, Brusters. Corliss Anderson Aldred is sending a template that she used for asking for raffle items for the Employee Appreciation Celebration.

**Budget:** Preeti Sagar  No Report

**Meeting Adjourned:** 11:15 AM