Event Services Committee Minutes

Tuesday, February 7, 2017


1. **Some Blues, Some Jazz & Some Soul Food**  

   *This is an annual event held by the Campus Activities Team in order to raise funds for the Multicultural Org’s book fund. We will be enjoying a night filled with live performances and delicious soul food. This year we really want to emphasize the power of the arts.*

   Friday, February 17, 2017  
   6:00 pm – 8:00 pm  
   ***Date changed to April 1, 2017***

   Location- Konover Great Room  
   ***Location Changed to GSU Café***

2. **Lover’s Lounge**  

   *A blissful event welcoming the student body to mix and mingle with their peers during the Valentine’s season. This event will feature various performances from student organizations on campus as well as interactive games and refreshments. This event will also serve as a fundraiser to raise money for the sponsoring orgs.*

   Friday, February 17, 2017 – Saturday, February 18, 2017  
   9:30 pm – 12:00 am

   Location- Konover Great Room

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Requested By: Nateka Scafe  
Campus Activities Team

Requested By: Shanice Anderson
3. **XI Auction**

*Philanthropy event to raise money for Autism Speaks*

Sunday, February 19, 2017  
6:45 pm – 9:00 pm  
Location: GSU Cafeteria

This is a Level 1 event hosted by Alpha Xi Delta Sorority. Ticket sales on HawkHub will start on Tuesday, February 7, 2017 and will end on Sunday, February 19, 2017 at 3 pm. They will not collect money at the door. An extra table from SCA is requested for check in. This table should be located outside of Moe’s. Alpha Xi Delta will make baked goods. Almedina will email Ann at catering@hartford.edu, the list of the baked goods that they are baking in order to receive a food waiver. Almedina will meet with Fallon before the end of the week to confirm the diagram for the event. Trash cans are requested for this event in case students bring their own food or drinks.

Requested: Almedina Keranovic  
Alpha Xi Delta

4. **Phi Mu & Sigma Alpha Epsilon Lip Sync Battle**

*The event will be a lip sync battle where a sorority and fraternity will be paired together to prepare different acts, such as duet and group performances. A lip sync battle is an event where music will be played in the background and participants will mouth the words to the specific song on stage.*

Wednesday, February 22, 2017  
7:30 pm – 9:00 pm  
Location: GSU South Cafe

This is a Level 1 event sponsored by Phi Mu Sorority and Sigma Alpha Epsilon Fraternity. Ticket sales will be through HawkHub starting on Monday, February 13, 2017 and will end Wednesday, February 22, 2017 at 7 pm. Public Safety will provide extra attention at no charge. Two (2) Microphones are requested for the MCs for the evening. They may have a DJ during the event. Kristin will confirm this information by Friday, February 10, 2017. SCA Resources requested are Mac Adapter

Requested by: Kristin Micallef  
Phi Mu Sorority
Brothers and Sisters United will host a late night dance after their annual Fashion Show (the Fashion Show will be held in Lincoln Theater on Saturday 2/25/2017 starting at 6 pm). Gengras Student Union will be open specifically for the special event. All exterior entrances that is not used as an entrance into the party will be secured by building staff prior to doors open. ***** IT IS REAFFIRMED THAT NO RE-ENTRY FOR THIS EVENT WITH THE EXCEPTION OF RELEVANT EVENT SECURITY STAFF AS NECESSARY.***** Brothers and Sisters United Event Staff as listed in this document will be allowed to store items in the Multicultural Programs Office upon arrival in Gengras Student Union. They should be given limited supervised access to the space until the end of the event. Models who will participate in the Fashion Show will show up to Gengras Student Union by 11 pm–12 midnight. Models will be allowed to bring in one guest per student host (model participating in the show). The models will be on a list that will be submitted to Student Centers Administration no later than Monday February 13, 2017. Models and their guests during this time will be allowed to use the GSU Northwest entrance (next to GSU 209). Student Centers Administration will provide a Event Staff person during the model’s after party check-in time. The entrance during this time should also have a member of University Public Safety and/or Contemporary Services Corporation available to wand down the models and their guest who come from this entrance. Models who request entrance after the 12 midnight deadline will not be let into the event. All other guests will enter Gengras Student Union from the building’s Southwest (main) entrance. Ticket sales disputes should be directed to the Gengras Student Union Information Desk which will be open during the event to also provide snack and drink sales. Student Centers Administration staff will monitor ticket sales throughout the day and will give regular reports and a final manifest regarding sales and attendee amounts to the sponsor and other relevant event staff. ***** Student Centers Administration also requests special attention from University Public Safety during final day of ticket sales for the Campus Information Center. On-duty SCA Event Staff working the after-party event will wear red Student Centers Administration wind breakers.***** Two executive members of Brothers and Sisters United’s executive membership will posted at the front of the entrance to Gengras Student Union to assists with line management, crowd control and explaining party policies as per President Tahjna Smith. The organization requests the presence/assistance of a University Public Safety or Hartford Police Office regarding this. Upon entry into Gengras Student Union, Student Centers Administration staff will set up a pre-sold ticket check point to match purchased tickets with the IDs of students and their hosted guests (1 guest per student host). Upon passing that check point, attendees will pass through a standing metal detector, operated by staff of Contemporary Services Corporation. If necessary, Contemporary Services Corporation staff will also confiscate banned items and perform pat-downs and further metal detector wanding as necessary. Upon passing that checkpoint, any attendee wearing a coat or jacket must turn in their coat as part of mandatory coat check which will be operated by two Brothers and Sisters United executive committee members as per President Tahjna Smith. The coat check will be the final check point and attendees

This is a level 2 event that is hosted by the Brothers and Sisters United. Models participating in the event will enter through the north door by the Office of Community Service. Wristbands will be provided and distributed to the models and their guests at Lincoln Theater. Guest performers looking to attend the after party will need to be sure to find a UHart Host. Models and their guests must arrive to their VIP entrance no later than 11 pm. Monique Smalls is still working with BSU on the Fashion Show Logistics. An electrical panel will be provided by Facilities. Charles requests the birth names and contact numbers for DJ Cali Cal.

***Guest ticket sales will end a half hour early (30 minutes) for each day that Student Centers does not receive information regarding the complete name and contact information for DJ Cali Cal to be included in the Operations Plan. (I.E., if guest ticket sales were scheduled to end at 5 pm, ticket sales will be set back to 4:30 pm and for each day an additional half hour increment.) If information is not received by Wednesday, February 22, 2017 at 5 pm, guest ticket sales will be set back by an hour (I.E. if guest ticket sales were scheduled to end at 3:30 pm, ticket sales will be set back to 2:30 pm) As of Monday, February 20, 2017, guest ticket sales will end at 4:30 pm. Updated as of Monday, February 20, 2017***
will enter the dance from the Gengras Student Union South Café entrance. Restroom access can be obtained from going through the cafeteria, to its North side, through the alumni television lounge and into the area where the Gengras Student Union main level bathrooms are only. BSU Executive Members will be identifiable by wearing Fashion Show After Party laynards which will be presented for review at the Pre-Event meeting. Brothers and Sisters United will be assisted throughout the event by Director of Student Activities, Felecia Bumpus as per Brothers and Sisters United President, Tahjna Smith as the chaperone for that evening. Otherwise the party will follow all standard late night dance protocols with any approved variations to be listed in this document.

Saturday, February 25, 2017
  Rain Date, March 11, 2017
10 pm – 2 am

Location: GSU Cafe

Requested By: Tahjna Smith
Brothers & Sisters United