Event Services Committee Meeting

Thursday, February 16, 2017
Attendees: Charles Amerson, Ann Butzer, Catherine Rose and Fallon Roberson

1. **CT Cosmetology Testing**

   *This is a day long testing for different trades such as hairdresser, barber, etc*

   Saturday, February 18, 2017
   8 am – 5 pm

   Location: GSU Cafe

   Connecticut Cosmetology Testing will arrive at 7 am and the students taking the written exam will begin at 8 am. GSU is requested to be opened at 6:30 am. Custodial Staff is requested for the changing of trash cans and monitoring of the restrooms. Food will not be provided by Dining Services; however, this is an all day exam, the students may bring their own bag lunches. They require a classroom layout for 125 with the seats 3ft apart (see attached social tables url on the Ops Plan).

   Requested by: Heather Canny
   Conference Services
   Presented by Ann Butzer

2. **32nd International Festival**

   *An evening of international ethnic and cultural diversity with performers and food*

   Saturday, March 4, 2017
   5 pm – 9 pm

   Location: GSU Cafeteria

   Staging for the International Festival will arrive on Friday, between 2 pm and 3 pm from CT Staging. Charles will contact Facilities to provide the best pathway to have the vendor bring the stage in and out of GSU. SCA will provide a Production Engineer to meet with Richard Lazzerini to test the Café Light System and the Café Sound System. That Production Engineer will be scheduled to work Friday, March 3 for the testing and March 4 during the duration of the event. Facilities has received the work orders needed regarding, custodial assistance and electrical needs.
   Sigma Nu Fraternity will arrive
3. **CT Youth Forum**

Annual Conference for high school students hosted by the Connecticut Youth Forum, a NonProfit Organization, sponsored by the Office of the President. High School students from different towns will come together to discuss topics that they care about in an open format. Registration is done through the Connecticut Youth Forum and the High Schools involved with the Forum. [https://www.ctforum.org/youth-forum/](https://www.ctforum.org/youth-forum/)

Tuesday, March 21, 2017
8 am – 8 pm


Requested by: Richard Lazzerini
International Center
Presented by: Maria Khan

CT Youth Forum is an Annual Event sponsored by the Office of the President. Custodial staff is requested for GSU and Hillyer for the monitor of restrooms and trash for the duration of the event. Jane has requested that garbage is picked up from Hillyer Hall. For any day of questions, Jane will be around on campus. In the case of inclement weather, Jane will email potential snow dates. Dining Service s need six (6) 6ft tables in Suisman Lounge at 3:30 pm for their dinner buffet set up.

Requested by: Jane Horvath
Office of the President