Event Services Committee Minutes

Agenda
Attendees: Jessica Abbott, Felecia Bumpus, Ann Butzer, Dr. DeLois Lindsey, Sgt. Michael Lovely, Catherine Rose, Fallon Roberson

1. **Food Truck Friday**

   September 30, 2016
   5 pm – 12 pm

   Location: Village Lawn and Konover Lot F

   **Student Activities**
   Approved

   Level 1 event. Food Trucks will arrive at 5 pm. As of September 20, 2016 only two (2) Food Trucks have been confirmed. They are anticipating on having five (5) Food Trucks; the deadline for the additional food truck vendors to confirm is September 21, 2016. Food Waviers have been provided by ARAMark, Dining Services. One cable will need to be dropped in between the 7s. SCA will need to provide two (2) outdoor tables. All trucks must be placed on the paved areas.

   Requested: Antanique Merritt
   Campus Activities Team

2. **Nearly Naked Mile**

   October 9, 2016
   1 pm – 3 pm

   Location: Alumni Plaza

   **Hawktober Event: Competition**
   Approved

   Center for Community Service coordinated to have a representative from the Non Profit Charity of Hope to collect the clothing donations at the Nearly Naked Mile. SCA will provide three tables from the Hawk Hall Closet. Institutional Advancement will provide a small speaker that will use power for the outside of the Commons building. A map has been provided of the route of the race. Public Safety will be stationed at the intersection by K Lot. Public Safety will take care of the student at no charge. Roy from the General Counsels Office has created a waiver for all participants to sign at the registration table. Three (3) trash cans are requested and four (4) bike racks are requested from Facilities. The Hawktober Budget will be charged a delivery fee,
3. **Cake Wars**

   **Hawktober Event: Competition**

   Approved

   October 10, 2016
   Location: Commons Cafeteria

   5 pm – 7 pm

   Dining Services will shut down the front portion of the Commons Cafeteria. Dining Services will be providing all the materials needed for the event that includes: the cake, utensils and more. Ann Butzer is working with Amanda on the food costs. I.A. will arrive at 3 pm to place the tarp on the floors. SCA will provide 9 8ft wooden tables from Hawk Hall Closest and Ken will pick up three (3) Tables from GSU to bring over to the Commons. 3-4 Trash bins are requested from Facilities. Ken will need to contact Keith Fernandez to discuss the fees associated with Custodians being on site.

   Requested by Marissa Tourville
   Kenneth McClary
   Institutional Advancement

4. **Drive In Movie**

   **Hawktober Event: Student Activities**

   Approved

   October 11, 2016
   Location: Konover Parking Lot F

   8 pm - midnight

   Big Waves Drive-In Movie will provide four (4) 100ft and (4) 50ft extension cord, radio transmitters for students to use in their cars. They will be playing Finding Dori at 8 pm and Captain America following Finding Dori. There will be a 10-15 minute intermission after Finding Dori. A Public Safety Officer will be assigned to work this event. Sgt. Lovley will contact Lt. Lyons, inquiring the cost of the P.S. Officer being assigned for the
event. This quote will be emailed to Ms. Lois who will help Ken cover the expense for security. C.A.T. will provide popcorn; Fallon will look into the availability of KH109 for that evening’s event.

Requested by: Kenneth McClary
Institutional Advancement

5. **Paint Nite**

October 12, 2016
Location: GSU South Café
7:30 pm – 9:00 pm

Tarping will be placed on the floors of the South Side of the GSU Cafeteria. Table cloths will be ordered by Ann Butzer for both Cake Wars and Paint Nite. The Artist will provide two painting options for the students to select from and will be providing all the painting materials. SCA will use the café tables that will be covered by the ordered tablecloths. Light jazz music will be played in the background and lapel microphone is requested. ARAMark will leave their trash receptacles and Ken and his committee will empty the trash bins and place the trash in the dumpsters.

Requested by: Kenneth McClary
Institutional Advancement

6. **Bonfire**

October 13, 2016
Location: K Lot
7:30 pm – 10:30 pm

Dan Peeler from Public Safety has submitted the proposal letter to the Fire Marshal; however this letter needs to be submitted by Assistant Chief Kaselouskas. Last year the Fire Marshal on duty suggested that the size of the Bonfire be larger. Currently the Bonfire has not been approved by the Fire Marshal of City of Hartford. An electrician is requested for the DJ from Facilities. Also requested bike racks and trash cans for the
Pumpkin Carving. The Pumpkin Carving Operations Plan will be discussed at next week’s meeting. Four Seasons will charge $980 for the Prep Pad, due to the structure being larger this year. The Lot will be closed at 1 am on Thursday. Ken will pick up the materials for the structure in the morning and Facilities will have the area taped off before 12:15 pm. Ken will be bringing 50-80 wooden pallets from All State Insurance. Dan Peeler will be supervising the building of the structure and the City of Hartford Fire Marshal will inspect the structure. Ken will also confirm with C.A.T. if they will be providing the Hot Cider and Cookies for the event. If so, SCA will need to provide two (2) tables for the beverages and food.

Requested By: Liam McCusker
Kenneth McClary
Institutional Advancement