Event Services Committee Minutes

Agenda

Attendees: Charles Amerson, Jessica Abbott, Felecia Bumpus, Ann Butzer, Chris Lyons, Fallon Roberson

1. **Sisterhood Mix & Mingle**

   November 29, 2016
   12pm - 2pm

   Location: Suisman Lounge

   **Reunion**
   **Approved**

   Amanda will need to send us a list of their registered guests. This event will still be considered a Level 2 Event, because of the number of Alumnae returning to campus. Public Safety will provide extra attention to the event. Felecia will be in the building during the time of this event. SCA Requests include poles and tables. They would like to hang their banners on the poles, drapes are not needed. Amanda still needs to contact Ann Butzer about food waivers.

   **Requested:** Amanda Letasz

2. **Veterans Day Flag Ceremony**

   November 11, 2016
   12 pm – 1 pm

   Location: Harry Jack Gray Amphitheater

   **Ceremony/ Worship**
   **Approved**

   Electricians will need to be on site. Instrument trio will need to access to a plug and a microphone. Last flag ceremony was 2014. SCA resources: Powered speaker, microphone, and podium. President Walter Harrison will be speaking at this event. Grounds will provide the Podium and Stool needed for President Harrison. No tables & chairs are needed.

   **Requested by:** Sharron Dillon