## Event Services Committee Meeting Minutes

www.hartford.edu/sca

Date: Tuesday, November 27, 2018
Attendees: Jessica Abbott, Charles Amerson, Ann Butzer, Chris Lyons, Marissa Theriault

### 1. RedTail Records Artist Showcase

This event will allow our artists to perform their original music at Hawks Nest for the student body. Each artist’s set will have a duration of 20 minutes. This event will be a great way for the artists as well as RedTail Records to gain exposure.

Date of Event: Thursday, December 06, 2018
Time of Event: 7:00pm – 10:00pm
Event Location(s): Hawks Nest

**Catering Resources Requested**
- N/A

**Facilities Resources Requested**
- N/A

**Public Safety Resources Requested**
- Public Safety will provide extra attention.
- RedTail Records will sell T-shirts at this event.

**Student Centers Resources Requested**
- Six student artists will be performing 20-minute sets.
- Set up will begin at 6:00pm.
- Student Centers Administration will provide three (3) microphones, one (1) 6-foot table, and the Hawks Nest Sound System.
- A production engineer will meet with the event coordinator ahead of time to finalize sound details.

Presented By: Daniel Weitsman
Sponsoring Organization: RedTail Records

### 2. De-Stress Zone

Students will be invited to come relax and release their worries through a variety of stress reducing activities provided by CAT. Some activities involved massage chairs, noise cancelling headphones with soothing tones and an oxygen bar.

Date of Event: Tuesday, December 11, 2018
Time of Event: 12:00pm – 2:00pm
Event Location(s): GSU South Café

**Catering Resources Requested**
- N/A

**Facilities Resources Requested**
- N/A

**Public Safety Resources Requested**
- N/A

**Student Centers Resources Requested**
CAT will return on Thursday once all information about this event is finalized.

Presented By: Chris Cowie
Sponsoring Organization: Campus Activities Team

3. **IFC Formal Recruitment**

*Potential new members will go to each room to meet Fraternities in a formal setting.*

Date of Event: Saturday, February 02, 2019
Time of Event: 7:00pm – 10:00pm
Event Location(s): GSU 331, 333, 335, 339, 341, 218, North Café, South Café

- Assembly / Convocation

  - **Catering Resources Requested**
  - N/A

  - **Facilities Resources Requested**
  - N/A

  - **Public Safety Resources Requested**
  - N/A

  - **Student Centers Resources Requested**
  - The date is being changed to 02/02/2018. An event change and cancellation form will be submitted to solidify this change.
  - Each chapter will be assigned to a specific meeting room and potential new members will visit each room for a 10 – 15 minute time period.
  - A conversation will be had with the chapters to ensure that they all respect the spaces they will be using and that they will be charged for any damages.
  - The rooms and setups will be the same as the past years.
  - Mobile projectors can be set up in North and South Café.
  - Matthew Frasier or Thomas Hoover can be scheduled to work this event to ensure full knowledge of the process.
  - Fation Misku will be in attendance as a chaperone.
<table>
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<tr>
<th>Event</th>
<th>Description</th>
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<td>4.</td>
<td>Haitian Culture Association Food Buffet</td>
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*This event is a food buffet with opportunities for students to make donations and give back.*

- Date of Event: Thursday, November 29, 2018
- Time of Event: 7:30pm – 9:30pm
- Event Location(s): Hawk Hall 115

| Cookout / Picnic |

**Catering Resources Requested**
- Haitian Culture Association will submit one food waiver for their monthly meetings to Aramark.
- An email will be sent to catering@hartford.edu today with all of the details.

**Facilities Resources Requested**
- N/A

**Public Safety Resources Requested**
- Chris Lyons will stop by the event, and an officer will attend the event free of charge.

**Student Centers Resources Requested**
- Steppaz, Fenomena, and two singers will do quick performances at this event. The classrooms will be put back in order after this event is done.
- Haitian Culture Association will speak to their advisor about the use of cash app. She will speak to Brett Carol, University Treasurer, about this concern.
- An operations plan will be submitted by 10:00am, 11/28/2018.

Presented By: Jacob McKean
Sponsoring Organization: *Inter Fraternity Council*

Presented By: Leora Phillipe, Bettina Brutus
Sponsoring Organization: *Haitian Culture Association*