Agenda

Event Services Committee Minutes

Attendees: Charles Amerson, Ann Butzer, Lt. Lyons, Felecia Bumpus, Dr. DeLois Lindsey, Catherin Rose, Fallon Roberson

Tuesday, November 29, 2016

1. **University of Hartford Gospel Choir Winter Concert**

   December 10, 2016
   7:30 pm – 10 pm

   Location: GSU North and South cafe

   **Performance/Showcase**

   Stage will be set on the south side of the café. Seating will be theater style with an arc. Praise & Worship team are guests from Bridgeport Cathedral of the Holy Spirit. Tickets for Hawk Hub will be built for internal groups (University of Hartford Students, Faculty and Staff). There will be a ticket options for University of Hartford guests only during the time of the event until 9:30 pm. Ticket sales will end at 9:30 pm, Saturday, December 10, 2016. P.S will need staff for the event. Doors can remain opened throughout the event. Flyers will need to be updated. Esther will reach out to Angel regarding the needs for sound. Aramark will provide drinks & the cake will come from stop & shop (lemonade, cider, water, tea). Candance will email updated flyers to the sca@hartford.edu.

   Sound check will take place the night before on 12/9/2016. SCA Production Engineer will be needed from 11am – 1pm and 6:45pm-10pm. 6 stages pieces with skirt pull down the. Fellowship will begin at 9:30pm-10pm. Will be using lighting during the show.

   **Requested:** Esther Dronyi

2. **Holiday Party for Best Buddies**

   December 4, 2016
   5:45 pm – 7:30 pm

   Location: GSU North cafe

   **Performance/Showcase**

   Jeff Leblanc has donated ice cream to Best Buddies; SGA will be supplying pizza & water. Theater set up, with tables in the back for food. This set up will be the same as the Model UN set up in North Café. Sound check will be at 5 pm but they may need to have sound check begin at 4 pm or 4:30.

   Bryson is looking for assistance with sound. Bryson will check is the A Cappella coalition will bring
3. **Jingle Bell Run**  
   **Jingle Bell Run Route**  
   December 10, 2016  
   8 am – 12 pm  

   Location- Konover Great Room

   Requested by: Bryson Owens

   Two (2) tables will need to be placed in front of the mirrors for food and 2 tables in the middle of the room. Public Safety will assign currently assigned on duty staff members on Saturday, December 10 to pay attention to the event.  

   Sgt. Lovely & Lt. Lyons will be working that day. Jingle Bell Run Route was approved by Special Investigators Mike Henry.

4. **Annual Supervisor’s Day**  
   **Reception/ Gala**  
   December 6, 2016  
   3:30 pm – 6:30 pm  

   Location- Konover Great Room

   Requested By: Luellen Perkins

   Friday, we will receive diagram. Coat racks & hangers (2), podium, wireless mic. Facilities needs will be cleaning after. Will confirm food order with Ann Butzer on Friday.

   Requested By: Cindy Oppenheimer