1. **DeStress Zone**

Annual Event for students to release stress before finals. 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. RHA will provide coloring books and playdoh as an activity for students.

- **Date of Event:** Tuesday, December 11, 2018
- **Time of Event:** 12:00 pm – 2:00 pm
- **Event Location(s):** GSU North Cafe

**Catering Resources Requested**
- As of 11.29.2018 there are no catering needs for the event

**Facilities Resources Requested**
- 15 Amp outlets are needed for the oxygen bar and the massage chairs
- Facilities will provide extension cords and floor mats to cover the extension cords
- Extension cord setup at 10:30 am
- Load in for the vendors will be in the loading dock by the mail room

**Public Safety Resources Requested**
- No PS Resources requested

**Student Centers Resources Requested**
- Two – 8ft tables allocated to RHA
- Two – 8 ft tables for the aroma therapy
- One – 8 ft table for C.A.T. Promotional Tables

Chris will reach out to Charles if there are any changes with the load in for vendors. Charles will work with Jessica if the original load in plan changes.

**Presented By:** Christopher Cowie  
**Sponsoring Organization:** Campus Activities Team

2. **Comedian Chris James**

Comedian to entertain student prior to finals

- **Date of Event:** Saturday, December 15, 2018
- **Concert / Showcase**

**Catering Resources Requested**
- Food is not confirmed yet by the group
- Would like to offer finger foods to students. Max is waiting for RHA to
Event Services Committee Meeting Minutes

Time of Event: Doors open at 8:30 pm, Showtime 9:00 pm – 10:00 pm
Event Location(s): Konover Great Room

Facilities Resources Requested
- Requested to have the red trash bins to be unchained

Public Safety Resources Requested
- Extra attention will be provided by PS
- Max will be present at the event

Student Centers Resources Requested
- Konover Stage – Three (3) Stage pieces
- One (1) Wireless Mic
- Theater setup for 150
- Max will receive the rider for Chris James, on 11.29.2018 and will forward to Charles
- Five (5) 8ft tables will be needed ONLY if food will be provided for the event

Presented By: Max Koskoff
Sponsoring Organization: Resident

3. **Light up Hartford: Chanukah Celebration**

The campus community is invited to join President Woodward in lighting the 12” Menorah on the GSU Lawn by the Computer and Administration building. To be followed by a LATKEPALOOZA celebration in GSU Hawk Lounge. A variety of latkes with donuts will be served and there will be music. There will be a game during which all participants will receive a gift.

Date of Event: Monday, December 03, 2018
Time of Event: 5:00 pm – 6:30 pm
Event Location(s): GSU Lawn and GSU Hawk Lounge

Catering Resources Requested
- Catering provided by Chabad

Facilities Resources Requested
- Received approval from Ackley that the 16 x 16 tent can be setup and does not require a permit
- Organization will decide if it is worth the money to setup the tent
- Work order for Facilities to setup the outdoor menorah is in place. Power for the menorah will be drawn the camouflage rock.

Public Safety Resources Requested
- Extra attention will be provided
Student Centers Resources Requested

- Menorah will be setup in GSU Hawk Lounge
- Would like to make space for 40 – 50 people in Hawk Lounge to create a circle around the Menorah
- 40 chairs within the Hawk Lounge will need to be setup in a circle for the Left-Right game
- Three (3) Tables by the red wall in GSU Hawk Lounge for food
- Two small QSC Speakers will be needed
  - One indoors of GSU Hawk Lounge
  - One outdoors by the Administration Building
  - SCA should set the small QSC Speaker near the outdoor Menorah and pull power from the camouflaged rock
- Two Wired Mics. 1 Wired Mic outside and 1 Wired Mic inside
- Microphone Floor Stand outside and inside
- GSU Menorah will need to be set up starting at 2 pm. Rabbi Kulek will arrive at GSU to assist if needed.
- One SCA Production Tech will be needed

If case of inclement weather, the ceremony will be moved indoors

Presented By: Rabbi Kulek
Sponsoring Organization: Chabad Chevra