Date: Thursday, January 24, 2019  
Attendees: Sean Conley, Sgt. Lovley, Corporal Pearson, Melissa Bucchieri, Thomas Hoover, Fallon Roberson-Roby and Charles Amerson (via phone)

<table>
<thead>
<tr>
<th>1. Scholarship Competition Day</th>
<th>University Recruitment / Campus Feature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scholarship Competition Day</strong></td>
<td><strong>University Recruitment / Campus Feature</strong></td>
</tr>
</tbody>
</table>
| An admission event held to facilitate a competition for selected admitted students to win a full-tuition scholarship and/or additional scholarship toward their tuition cost. | Snow Dates: February 10th & February 24th  
Catering Resources Requested  
- Breakfast provided from Aramark |
| **Date of Event:** Saturday, February 09, 2019  
**Saturday, February 23rd, 2019**  
**Time of Event:** 8:00am-12:30pm  
**Event Location(s):** GSU Cafeteria and GSU Hawk Lounge | **Facilities Resources Requested**  
- Custodians and grounds staff will be scheduled for event. |
| **Public Safety Resources Requested**  
- B and C lot will be used for parking  
- No alcohol will be served  
- No cash will be exchanged | **Student Centers Resources Requested**  
- SCA Staff should arrive at 6:30am  
- Anticipate set up for maximum seating, stage in north cafeteria  
  - 400 chairs theater  
  - 5 chairs on stage  
- Pipe & Drape  
  - Behind the stage in North Café  
  - Behind the pillars of South Café to hide the extra tables not being used for the event  
- Tables possibly needed in hawk lounge for refreshments area  
- Couches from Alumni Lounge will need to be moved onto stage for panel discussion.  
- One (1) Podium on stage  
- Wired mic at podium.  
- 2 Wireless mics for panel discussion and Q&A.  
- Projector and projector screen  
- SCA will work with MTS to service audio need |
Other notes: Kimberly Bigelow will no longer be the point of contact for the event. The new contact person is Katherine Deacon.

Presented By: Kimberly Bigelow  
Sponsoring Organization: Admissions

2. **NAACP Open House**  

   **Event Description:** Open house event hosted with the Hartford Public Schools Board of Education to simultaneously encourage young girls of color to take advantage of the scholarships offered by the university and for them to pursue a post-secondary education. Guest speaker is Althea Bates MHS, PhD.

   **Date of Event:** Friday, February 01, 2019  
   **Time of Event:** 8:30am-12:30pm for GSU portion  
   **Event Location(s):** GSU North Cafeteria

   **Catering Resources Requested**  
   - Continental breakfast provided by Aramark  
   - Two (2) 8ft tables needed

   **Facilities Resources Requested**  
   - Custodian and Grounds will be scheduled

   **Public Safety Resources Requested**  
   - No resources needed for campus tours  
   - Suggest that buses transporting students arrive through Mark Twain Drive and drop off students in Millard circle. Buses will then park in back of C lot behind East Hall to avoid disturbing student parking.  
   - Students will have chaperones with them at all times.  
   - No cash will be exchanged at this event.  
   - No special needs are required for Dr. Bates

   **Student Centers Resources Requested**  
   - SCA staff to arrive at 7:00am  
   - Theater for 60 chairs facing stage with podium.  
   - Microphones for 3 speakers on stage.  
     - Red Mic  
     - Green Mic  
     - Shure Mic  
   - Stage set in front of the pillars and theater facing the Hartt School  
   - Five (5) Chairs on the stage

   **Notes:** attendance of 50-75 anticipated  
   Llonia is transitioning to be advisor of NAACP.

Presented By: Christine Rigodon  
Sponsoring Organization: NAACP
3. **Chinese New Year**

Event Description: Celebrating the Chinese New Year with traditional activities typically done on this holiday. We will have dumplings to hand out to students, and we will have an opportunity for students to make their own Chinese Lanterns.

Date of Event: Tuesday, February 05, 2019  
Time of Event: 12:15pm-1:45pm  
Event Location(s): Hawk Lounge South Cafeteria

**Catering Resources Requested**
- Food waiver is pending approval  
- Dumplings will be served

**Facilities Resources Requested**
- Food activity may require  
- Facilities is made aware that all three areas within GSU will need attention for cleaning

**Public Safety Resources Requested**
- Lanterns will not have candles.

**Student Centers Resources Requested**
- One 8ft OR two 4ft tables needed in Hawk Lounge or space that will be used

Other Notes:  
Charles and Fallon are concerned about the number of students within Hawk Lounge and the space becoming congested with the added paper lantern program. Suggested location change for the event is GSU South Cafeteria to allow a larger space for the event. Location has been officially changed to GSU South Cafeteria on Jan. 29, 2019.

Presented By: Chris Cowie  
Sponsoring Organization: Campus Activities Team

4. **Some Blues Some Jazz**

Event Description: Students will be invited to take part in the event to celebrate Black history and culture through food and live music followed by meaningful discussion about what it means to embrace diversity and inclusivity in today's world.

Date of Event: Friday, February 08, 2019  
Time of Event: 5:30pm-8:30pm  
Event Location(s): Konover Great Room

**Catering Resources Requested**
- Food from external caterers  
- Food waiver is still being finalized. Anticipate Monday the 28th  
  - Food will be provided by Hot Pots and Black Eyed Sally's

**Facilities Resources Requested**
- Custodian assigned to event  
- Trash bins  
- Van 69 may be needed.
Public Safety Resources Requested
- N/A

Student Centers Resources Requested
- Special Set up in Great Room
- Event coordinator will provide diagram
- Round table seating needed for 75 people
- 3 Stage pieces needed with open area in front.
- Four 6ft tables for refreshments
- One (1) Laptop and
- (1) VGA adapters
- In house projector and screen.
- One (1) Wireless microphone

Chris will confirm if SCA Sound will be required for the event. Chris will need to confirm with the performers of the of their sound needs. Llonia is coordinating with performers from the Hartt School.

Presented By: Chris Cowie
Sponsoring Organization: Campus Activities Team