Date: Tuesday, November 06, 2018
Attendees: Charles Amerson, Jessica Abbott, Marissa Theriault, Gabrielle Brittman, Morgan Lomas

1. **Sig Delt Shakedown**

   Annual dance competition involving Greek Life.
   
   **Date of Event:** Tuesday, November 13, 2018
   **Time of Event:** 7:00pm – 9:00pm
   **Event Location(s):** GSU Café

   **Catering Resources Requested**
   - N/A

   **Facilities Resources Requested**
   - N/A

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

   **Student Centers Resources Requested**
   - This Operations Plan was not signed by an advisor, but Torshia Anderson has sent an email to Charles Amerson that she approves this event.
   - Setup will be at 4:00pm, dancers will arrive at 5:15pm to practice, doors will open at 6:00pm, and the event will start at 7:00pm.
   - All ticket sales will go through Hawk Hub before the event starting on Thursday, 11/8, and they will end at 6:00 pm the day of the event. There will be no door sales at all. No chapters will be paying by check. Sigma Delta Tau will communicate this to the chapter presidents.
   - Student Centers Administration will include a field on Hawk Hub that gives individuals the option to put which chapter they are affiliated with.
   - Rachel Burger, Paige Rivera-Williams, and Torshia Anderson plan on attending the event as judges. SDT will alert them that one of them will need to be a chaperone, and NOT be judging this competition to ensure that they are able to pay attention to and monitor the audience.
There will be a banner at this event that SCA will put up using poles. This banner will be given to SCA 11/13 during happy hour.

There will be 350 seats set up, and this will be the capacity of how many people are allowed at the event to avoid individuals not having a seat.

Two people are assigned from Greek Life to assist with checking people in.

Two event staff persons will be scheduled from SCA to do ticketing at the event.

A DJ will be at this event using the full mobile sound system. A production engineer will be assigned, who is also scheduled to be the Building and Event Technician this night.

Student Centers Administration will provide theater seating for 350, a full mobile sound system, three (3) 6 foot tables (one for ticketing, one on the side of the stage for the DJ, and one for the judges), and a full stage. They will also be using two wireless microphones, an aux cord, a mac adapter, and a podium.

Presented By: Morgan Lomas and Gabrielle Brittman

Sponsoring Organization: Sigma Delta Tau