**Event Services Committee Meeting Minutes**

**Date:** Tuesday, November 20, 2018  
**Attendees:** Jessica Abbott, Charles Amerson, Sergeant Lovley, Melissa Bucchieri, Marissa Theriault

<table>
<thead>
<tr>
<th>1. <strong>Gospel Choir Winter Concert</strong></th>
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<td>The University of Hartford Gospel Choir’s Annual Winter Concert.</td>
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<tr>
<td>Date of Event: Saturday, December 08, 2018</td>
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<td>Time of Event: 7:30pm – 10:00pm</td>
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<td>Event Location(s): GSU South Cafeteria</td>
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| **Student Centers Resources Requested** | | Gospel Choir will be using the GSU South Cafeteria from 12:00pm to 11:00pm on Saturday, 12/08/2018.  
  - 12:00pm – 4:00pm: Gospel Choir will rehearse with their instrumentalists. A sound technician will be needed at this time.  
  - 6:00pm: Gospel Choir members will return to GSU South Cafeteria to get ready for their performance. The sound technician will need to return.  
  - 7:00pm: Doors will open for attendees.  
  - 7:30pm – 10:00pm: The event will take place. Attendees will be made aware that they must leave at this time, or Gospel Choir will face additional charges.  
  - 10:00pm – 11:00pm: Gospel Choir will clean up from their event and will be all done no later than 11:00pm. |
- Student Centers Administration will provide: 200 chairs, 8 stage pieces, pipe and drape to be used as a backstage area on the left of the stage, microphones, and sound. A production engineer will be in contact with Gospel Choir to decide what specific sound needs are required due to the logistics of this event.
- Only South Cafeteria will be used for this event.
- The main contact person for this event will be Shaneisia Bloomfield. All contact between SCA and Gospel Choir should go through Shaneisia.
- Ticket sales will go through Hawk Hub, and they will also continue on a credit/debit card only basis through 8:30pm the night of the show.
- Gospel Choir will confirm with Llonia Rojan Jackson that she will be present at this event as a chaperone.

Presented By: Shaneisia Bloomfield
Sponsoring Organization: Gospel Choir