Date: Tuesday, August 14, 2018  
Attendees: Charles Amerson, Jessica Abbott, Bridgett Stapleton, Chris Lyons, Marissa Theriault, Lisa Cote, Christopher Cowie, Katie Kitchens, Liam McCusker

1. **Hillel BBQ**

   BBQ with over 300 students to promote Hillel, and other club’s events, happening throughout the Fall Semester on campus. There will be food, lawn games, and info tables. Liam McCusker and 10 interns are hosting/leading the event.

   Date of Event: Monday, September 03, 2018  
   Time of Event: 5:30 pm-7:30 pm  
   Event Location(s): Picnic Area next to B-Complex

   **Catering Resources Requested**
   - Aramark will provide catering for 300-350 students located at the picnic tables next to B-Complex.

   **Facilities Resources Requested**
   - Jessica Abbott will find the closest power supply for the QSC speaker to be plugged into.
   - Facilities will provide 6 trash cans for this event.

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

   **Student Centers Resources Requested**
   - Eight Outdoor 8-foot tables will be stored in Hawk Hall closet for Liam McCusker to take out. Liam will need to access the closet at approximately 4:00pm the day of the event. Public Safety has been alerted by Charles Amerson that Liam will contact dispatch to open the closet to retrieve and return the tables.
   - SCA will provide a small powered QSC speaker with an aux cord, which Liam McCusker will also retrieve from the Hawk Hall closet.
   - The rain location for this BBQ will take place in Hawk Hall.

   Presented By: Liam McCusker  
   Sponsoring Organization: Hillel

2. **Fall Block Party**

   Festival / Fair

   **Catering Resources Requested**

   **Presented By: Liam McCusker**
   Sponsoring Organization: Hillel
Fall Block Party sets the stage for undergrads to discover the many opportunities to become involved on campus. Co-sponsored by CAT, CCS, SGA, and CSS, the Block Party will include a club and organization fair, alongside a variety of activities led by CAT/CSA members. Larger attractions such as the mechanical shark, 4 way bungee, and meltdown will be operated by the professionals from the Twisty Bro event company.

Date of Event: Tuesday, September 04, 2018
Time of Event: 5:00pm-8:00pm
Event Location(s): L-Lot

- No clubs, organizations, or external groups have contacted Katie Kitchens about bringing non-Aramark food to campus.
- Bridget Stapleton is fine with external vendors coming if they offer free food/drinks.

Facilities Resources Requested
- Taylor Rentals is unable to pick up their 125 tables at the end of the night. Facilities will provide a box truck to store the tables, as well as somebody to navigate it.
- The organizations who will need power are WSAM, Super Smash Brothers Club, and Campus Activities Team (CAT). WSAM will utilize the power distribution board, while Super Smash Brothers and CAT will utilize the outlets. These three organizations have reached the maximum limit of power that Facilities can provide, with a total of eight outlets.
- Facilities will provide trash cans by the CAT snack machines.

Public Safety Resources Requested
- The box truck will be parked in the lot behind C-Complex.
- Formula Student Automotive Engineers (FSAE) will be stationed at Table 61 so the car they may bring is not blocking any major areas. Chris Lyons will be on the scene ensuring that their parking spot is okay.
- Chris Lyons will hire an officer specifically to be present at the block party. He will charge $130 for this officer to be present for the duration of the event.
- Chris Lyons will be on the scene for the whole event.
Event Services Committee Meeting Minutes
www.hartford.edu/sca

Student Centers Resources Requested
- Taylor Rental will be providing all tables and chairs for this event; SCA tables and chairs are not needed.
- Katie Kitchens created a social tables diagram with Fallon Roberson-Roby of SCA for the layout of the tables.
- Charles Amerson requests a finalized production schedule of events for all details of this day.
- A pre-event meeting with all parties actively running this event will take place at 3:15 pm, as per Katie Kitchens’ request.
- Katie Kitchens will cancel the club fair in case of rain, and she will work with SGA to reschedule a club fair later in the semester.

Presented By: Katie Kitchens
Sponsoring Organization: Center for Student Success

Welcome to Campus
Welcome to Campus is an event designed to welcome new students to campus and ensure that the freshman student body has safe, fun and entertaining activities to take part in. Activities will feature Toxic Drop, Laser Tag, 2 Caricature and air brush tattoo artists. This event will enable students to meet and greet each other and serve as the first of many opportunities to create lasting friendships and memories.

Date of Event: Saturday, September 01, 2018
Time of Event: 7:00pm-10:00pm
Event Location(s): GSU Lawn

Catering Resources Requested
- N/A

Facilities Resources Requested
- Facilities will provide bike racks to fence in the generator which will be provided by Twisty Bros.
- A light tower was requested to light up the area. Facilities’ may not be available, as it is being used around the Village. Marissa Theriault will assess the lighting around the area of Hawk Terrace on Wednesday, 8/15, and will alert the group. Jessica Abbott will provide Lisa with the
information for a rental company if needed.
- Lisa Cote will send Jessica Abbott any power requirements for this event.

Public Safety Resources Requested
- Gabe from Twisty Bros will need parking. CAT will obtain parking passes from Ann Smith.

Student Centers Resources Requested
- Caricature, airbrush, and lawn games can be moved inside GSU if it rains. Charles Amerson will serve as the Operations Manager for the evening if the event is moved inside.
- CAT will use their own speaker from the CAT Sound Closet
- CAT requests five 8-foot outdoor tables and ten chairs, which will be stored in room 100 so they can access these tables without the help of SCA.

Presented By: Christopher Cowie and Lisa Cote
Sponsoring Organization: Campus Activities Team

- **Additional Notes:** Aramark’s Welcome BBQ will begin after “The Big H” photo ends at approximately 6:00 pm on September 1. Aramark will hold the BBQ in University Commons if it rains. Facilities will provide 12 bike racks, 12 trash cans, and dedicated ground service from 6:00pm-8:00pm for Aramark’s food services.