## Event Services Committee Meeting Minutes

**Date:** Tuesday, October 16, 2018  
**Attendees:** Jessica Abbott, Charles Amerson, Molly Eanniello, Sergeant Michael Lovley, Corporal Darren Pearson, Marissa Theriault

### 1. Puzzle Palooza

<table>
<thead>
<tr>
<th>Catering Resources Requested</th>
<th>Facilities Resources Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ N/A</td>
<td>▪ N/A</td>
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</tbody>
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**Date of Event:** Monday, October 22, 2018  
**Time of Event:** 7:00pm – 8:00pm  
**Event Location(s):** GSU South Café

Chapters will compete to build the same puzzle the fastest. All proceeds go to Autism Speaks.

### 2. Drag Show

<table>
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<tr>
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<tbody>
<tr>
<td>▪ Molly Eanniello will arrange times for stage drop offs and pick ups, and she will update Spectrum if there are any time changes.</td>
<td>▪ A power distribution board will be provided from Facilities.</td>
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**Date of Event:** Thursday, November 01, 2018  
**Time of Event:** 8:00pm - 10:00pm  
**Event Location(s):** GSU Café

Spectrum’s annual drag show featuring local queens and Special Guest Laila McQueen

**Public Safety Resources Requested**
- Extra attention will be paid from Public Safety. An officer will stop by to check in with Alpha Xi Delta to see if they need anything.

**Student Centers Resources Requested**
- Ticketing will be done through Hawk Hub as well as collecting checks from the individual chapters. The chapters will provide a list of which individuals will be covered under the chapter checks.
- Thirteen (13) tables will be evenly dispersed throughout the room. Five (5) chairs will be set up around the ticketing table in case anybody would like to take a seat.

**Presented By:** Shayla Matteisen  
**Sponsoring Organization:** Alpha Xi Delta
Standard housekeeping before and after the event will take place.

Public Safety Resources Requested
- Spectrum’s advisor Matthew Blocker-Glynn will be in attendance patrolling the green room area.
- Two public safety officers will be on-site: one from 7:00pm – 11:00pm and one from 8:00pm – 12:00am.
- A third officer will be present for traffic control in B-Lot and C-Lot.
- An officer will be present at the meet and greet.
- More officers may be needed considering how many off-campus guests look to attend. These numbers will be communicated on 10/26/2018 at 3:10pm by Director of Student Centers Charles Amerson, and a decision will be made.

Student Centers Resources Requested
- Student Centers Administration will provide a production engineer and two (2) event staff persons for ticketing, and two (2) event staff persons for ushering and monitoring the crowd. The DJ will be utilizing the large QSC Speaker System, and will meet with the production engineer beforehand to ensure proper knowledge and use.
- Spectrum will be renting a stage so that they do not cause any damages to the GSU stage. Spectrum will alert SCA once they hear a definite time that the stage will be arriving. They will have it come in after 2:00pm on 11/1 and have it out before 10:00am on 11/2. They will also be renting lighting to light the front portion of the stage, and they will contact the Hartt School to see if any lighting can
be taken from the theater. Spectrum will alert us once lighting is secured.

- The contracts have gone through procurement and insurance requirements were not mentioned.
- GSU 335 and 339 will be used for dressing rooms since they are around the bathroom and separated from the stage area. The accordion wall will be opened, and ten (10) tables and ten (10) chairs will be dispersed throughout the room.
- Off-campus promotion will go through social media and through local promoters. The estimated non-student percentage of the audience is 20-30%.
- Each drag queen can bring two guests with complimentary tickets, totaling 25 complimentary tickets.
- SCA will provide snacks and drinks at the ticketing area.
- “Reserved” signs will be placed on the front VIP row, which will allow 20 guests to sit up close for an additional $5 charge.
- A pre-event meeting will take place at 7:00pm with Public Safety, Charles Amerson, Fallon Roberson-Roby, and Matthew Blocker-Glynn.
- Ticketing will go through Hawk Hub. If tickets do not sell out, they will continue through Hawk Hub (credit card only) at the door.
- Fifty tickets for off-campus guests will go on sale at $20 from 10/22/2018 at 12:00pm to 10/26/2018 at 3:00pm. Hawk Hub will gather all information on these students, as well as on-campus attendees, including both their legal name and preferred name. Information about this will be included in policies. These numbers will be communicated to Public Safety
by Director of Student Centers Charles Amerson at 3:10pm on 10/26/2018.

- A meet and greet with Laila McQueen will be held for 25 guests in Alumni Lounge, which will be available in advance on Hawk Hub for an additional $5. Spectrum will be bringing up their couch, so furniture will need to be moved. The meet and greet will go from 10:15pm – 11:15pm. The executive board will be present at the meet and greet making sure that everyone who attends has purchased tickets in advance.

- The stage manager the night of the show will be Kellie Oppenheimer and the technical contact will be Owain Mann.

- No decorations will be taped to the walls. There will be a balloon arch for decoration and any helium balloons will be tied down. Two large inflatable pumpkins will be up.

Presented By: Kellie Oppenheimer
Sponsoring Organization: Spectrum