

# USS Cares Events Committee Meeting

September 23, 2014

Attendees: Jackie Alaimo, Connie Scharff, Chris Coppola, Kelly Bergesen, Meghan Collier, Ashley Alberto, Angela Kuhlmeier, Beth Cohen

- HARVEST FEST
  - Baskets we have – RESOLVED
    - We have 27 baskets to date. There are more baskets coming.
  - Baskets we need – RESOLVED
    - Thoughts of getting bigger basket items and sell them for a higher price raffle.
    - We need more empty baskets. Ashley is going to check at home for some.
  - Volunteer list – RESOLVED
    - Meghan and Ashley will be co-chairs for the Volunteer Community.
    - Kelly will provide them with a sign up sheet and time slots.
    - This year we need to make sure everyone knows the correct prices for the tickets
  - Food list – RESOLVED
    - We have several volunteers to make snacks for the event
    - We will hold off on using Panera bread for another event
  - Confirm Music/Slideshow (if having) – RESOLVED
    - We will have background music like last year
    - No slideshow. We will do a poster again like last year
  - Time assignments for setup/cleanup – RESOLVED
    - Mailroom guys volunteered to help with cleanup.
    - Ashley and Meghan will get people to volunteer for time slots.
    - Jackie will find out when we are allowed in to set up.
  - Marketing/Communication strategy - how else can we boost attendance? – RESOLVED
    - We will post posters everywhere we can
    - Share facebook event and invite all your friends and family
  - Ticket sales - same tickets or purchase sheets of 20? – RESOLVED
    - Ticket prices will be \$1 per ticket, \$6 for 5, and \$13 for 10.
    - If we have bigger basket items we will sell them separately for \$5 per ticket.

- All other business – RESOLVED
  - Grinch that stole Christmas
    - Saturday Dec. 27 1:00pm
    - We need a min of 30 people
    - For train and ticket for mezzanine is \$60
    - Beth will be out during ticket sales so Ashley will be the contact person
    - Beth will provide Kelly with information for flyer and email