



Fall Advisory Board Meeting

Date: September 22, 2020

Time: 8am

Attendees: Chelsey, Mariah, Naomi, Jenna, Hailee, Sione, Shayna, Allie, Marcos, Kennedy, Courtney, Hailey, David, Diana, Rayna, -LuEssa, Christine, Braden,

Dining Services:

- Braden

-Campus service coordinator

LuEssa is student event coordinator

-Introduce what they do, what they're about

-AV, fun stuff, know in advance (at least a week)

-Campus wide-projector, screen, canopies, music, 4 or 5 huge speakers, speaker stand, sound board (portable), house sound for JLSC, Geary-full lighting, full sound set up, (slideshow, video, audio, program light shows (month in advance)

- LuEssa

-who: Event Coordinator, oversees student events

-what: Paperwork, planning, cleaning, setting up tables-janitor/assurance adjustor

-If we plan it, we can do it, we just need their help

-Liability protects you & us, multiple contracts-in support of your events

-Billing, invoice the food-equipment rentals,

-Fees are there to promote the university as a whole

-Check in with us, when planning an event. So they can voice concerns

- Hispanic Heritage-85 people got approved, but they can't sit that many people with COVID
- Email, call, stop by office, (any time)
- The more communication, the better

Any Questions?

- Your equipment, your event
- More concerned about things that fall under their department
- Blow up screen, preferably through them (just knowing all the info)
- Don't charge room fee when it's through them, and for us
- Tracking, knowing equipment, (let know what they need from us) (communication)

LuEssa acts as a resource,

- Food handlers permit

Question?

- Social Media, posts on Instagram aren't shareable.

What is the process for putting stuff on social media, brayden.neilsen@usu.edu (schedule)
Tuesday & Wednesday, Throwback Thursday, Fun Fact Friday.

Have buskin send pictures to Braden so we can post.

- Christine

Billing, make sure things are paid

Cheaper food, since it's in bulk

Orders go in Monday, Thursday be in next week

Let them know ahead of schedule

Question of the Day: If you could live anywhere, where would it be

Approved Minutes (making a motion to approve September 1, 2020 minutes & last weeks minutes)

Chelsey:

- Campus Walk Through

- Utah State comes down for a safety check, for students & staff (live walk through at 7pm)
- Any one interested or can go (want student inputs)
- Courtney, Sione, Hailee, (overlap time capsule event for an hour
 - Nexus Opening
- what needs to be done
- Only open when it's open, still have to follow protocol
- Allie will give out assignment

Diana:

- Has her event been approved
 - Event tomorrow-Time Capsule-bring box or container,
- virtual advertisement send out
 - 6-8pm, creamies

Marcos:

- Hispanic Heritage Event
- LuEssa will set up by 5pm
 - Help decorate, sound equipment, -set up at 5pm
 - Delicious food-6-9pm or maybe 8
 - start at 4:30pm set up
 - 5 min after meeting to make sure it's ready

Mariah:

- Just do the attendance on canvas by yourself
- Homework at event, marked absent (be present)

Hailey:

- Billboard that says “Testing Only”, don’t post it on there, don’t want to get in trouble

Kennedy:

- In quarantine, event next week, reschedule or?
- Schedule a meeting with Chelsey, get a plan

-

-