

**Event Committee Meeting Minutes**  
**March 20, 2023**

**Catering options:**

- We will price both food trucks and traditional catering to see which will be more budget-friendly to keep ticket prices down.

**Decorations:**

- Those present felt more comfortable letting Toni head this up.
- Amber volunteered to look into centerpieces.

**Music/Entertainment:**

- The committee would like to use a live band if it is possible within our budget.

**Sponsors:**

- With the time available, the committee thinks it would be best to simplify the sponsor recognition.
- The committee would like to continue this conversation when Sage can be present (he was not able to attend this meeting).
- There was a question as to who checks are to be made out to, and Amber was able to receive clarification from Emma that they should be made out to the commission.
- The committee believes that potential sponsors should be allowed to choose between a monetary sponsorship or donating items for our silent auction in order to increase the number of sponsorships and variety in auction items. Sponsors can also choose to do both.

**Other Celebrations with the Gala:**

- The committee agreed that the brick awards and essay contest should be separate from the gala.

**Budget:**

- We discussed that the commission voted during the last meeting to increase the gala budget to \$7,000 to help make it something special and unique as not all committee members were able to attend that meeting.
- Now that we have a go-ahead for the use of the Armory, we need to start tracking what we are spending to help us stay on track with our budget. I will ask Emma at my training what the space is costing us.

**Next Meeting**

- Monday, April 3, at 5:15 over Zoom
- Zoom Link: <https://us06web.zoom.us/j/86484698268?pwd=cDByd0FzMkNVZDhLa20vdCtsbUJpQT09>