

Logistics October 15th Open House and Fair

- 1) Planning Meeting on September 23, Friday at 1:30 p.m. in LRC 105
- 2) Rick is in the lead on:
 - a) Sac City Talks—coordinate press release
 - b) PAC events with Choir, Drama, Jazz Band and Commercial Music Ensemble
 - c) Athletic clinics
 - d) Blood Pressure and Dental
 - e) GCOM and Fashion
 - f) STEMulation
 - g) Russ Solomon Gallery
 - h) Child Development Center
 - i) Food Trucks—Will need their food permit and insurance certificate
 - j) Free Manicure
 - k) Create Your Own SCC poster—GCOM
 - l) Dance and Cheer Group
 - m) Football Game—make tickets
 - n) Entercon booth for radio—includes contest
 - o) Coordination of all external marketing materials
 - p) Social Media is a joint effort with Zachary Anderson
 - q) All Publicity including posters around town, radio, television and print
- 3) Publicity (Rick)
 - a) Rick to notify neighborhood of the event including the chemistry explosion?
 - b) Posters around town using new logo???
 - c) TV stations—Alex asked if any media needed increased support from IT?
 - d) Radio Entercon will do two weeks of promos on 4 stations
 - e) Insight Capital public radio—Rick
 - f) Sac Bee—Dan to get his contact, Rick will get his and coordinate
 - g) Inside Sacramento—Rick
 - h) Where can Dan help? ??
 - i) Sac Town Magazine—Rob Turner
 - i) Board Member Pat Smith
 - i) Rotary clubs
 - ii) Historical Society
 - iii) Library
 - iv) Crocker
- 4) Marketing collateral
 - a) Poster around town
 - b) Signage of daily activities at key locations on campus
 - c) Handout of daily activities—Dan will build template in word and get to Andera
 - d) Balloons—Kim Beyer?
 - e) Karen will get cost of banner from Fast Signs for corner of Sutterville rd and Freeport

- 5) Dan is in the lead on:
 - a) 100 Cars
 - i) Costumes for students near cars?
 - ii) Dan to tell Deanna that the south lot will not have constant security for their trailers
 - iii) Can we park the cars next to the PAC last as to not interfere with HS students at PAC orientation meeting?
 - b) Cats on Campus
 - i) Get Service Agreement back
 - ii) Get logo and Chris with event details
 - iii) Get with Chris Day on security for doors for event
 - iv) Visit with Barbara on details of getting cats from truck to the stage. Work with Alex.
 - c) Chemistry Show
 - i) Get Chris Day to schedule a trial day
 - ii) Event Brite??
 - iii) Karen to talk with Marisa about what is needed
 - d) Assembling Volunteers
 - i) T shirts distributed
 - ii) Volunteers to gather in South Gym 129 for instructions
 - iii) Will serve as Emergency Ops Center—First Aid station?
 - e) Time Capsule Ceremony
 - i) Dan to get politician
 - ii) Other politician invites?
 - iii) Marianna to speak
 - iv) Save the date letters to politicians and Board of Trustees
 - f) Info Hub—Tables by Student Services and Instruction Office
 - i) Rick and Dan to get table signs from Shannon Gilley from Transfer Center
 - ii) Need a table for United Latinos for voter registration. Put this in Info Hub?
 - g) Business and CIS Division
 - h) Kondos Gallery
 - i) Administration of Justice Career Pathway and K9 Demonstration
 - i) Figure out how to get Mustang to area
 - ii) Georgeann McKee and Mark Scott
 - iii) Finalize their times and area
 - i) Booth assignments (Rick and Dan)
 - j) Vic's ice cream
 - k) LRC and SCC Archives display
 - l) Community Booth
 - i) Sierra Donation Services
 - ii) NY Life Identify a Child—Need a power cord. Contact is Rostislav Dusayev rdusayev@ft.newyorklife.com
 - m) Student Groups—Clubs and SAG
 - i) Dan to meet with Km
 - n) External Signage on Day of Event

- o) Decorations
- p) Co-promotion with Sierra College (It is their 80th birthday. Rick will work through Mitch and athletic connection and Dan will work with their foundation.)

6) Time periods

- a) PAC
 - i) (High School event will use the PAC for orientation from 10:00 to 11:00)
 - ii) 1:15 to 1:45 Faculty Jazz Band
 - iii) 2:00 to 2:30 Theater
 - iv) 2:45 to 3:15 Choir
 - v) 4:00 to 5:00 Cats on Campus
- b) Time Capsule Ceremony 2:30 to 3:00
- c) Runnin Man Challenge 2:00 to 2:15
- d) Chemistry Show
 - i) 1:00 to 2:00
 - ii) 3:00 to 4:00
- e) Sac City Talks
 - i) ??????
- f) K9 Demonstration Show
 - i) 3:15 to 3:45
 - ii) 1:00 to 1:30
- g) A Celebration of SCC's English Department Poets and Writers
 - i) The Little Theater (PAC 106) 3:30 to 4:30
- h) Open-to-the-public, practices on that day:
 - i) - Softball: 12 – 2 pm (Softball Field)
 - ii) - Baseball: 1 – 2 pm (Union Stadium)
 - iii) - Volleyball: 2 – 3 pm (North Gym)
 - iv) - Men's and Women's Basketball (joint practice): 3 – 4 pm (North Gym)
 - v) - Soccer: 5 – 6 pm (Hughes Stadium South Field)
 - vi) - Football game vs Sierra: 6 pm (Hughes Stadium)

7) Locations

- a) Cars on Panther Way and in the Quad
- b) Blood Pressure (Near the stage where we had the ice cream event)
- c) Manicures—in the grass in front of City Café
- d) Info Hub—Grass area around the shed—plus they will use the shed
- e) Clubs and SAG—Between Info Hub and LRC
- f) Radio team—Lawn next to LRC on the right side facing the LRC
- g) Food trucks—near Hughes and College Store, In quad between RHN and Student services, Between LRC and Business building
- h) K9 car for 2+2+3 Law school program—North of Info Hub and South of food truck on Panther parkway
- i) Time Capsule—in front of fountain
- j) Sponsor booths, Sierra Donor Services, NY Life ID Child and Foundation—lawn in front of college store and Kondos gallery
- k) Video game trucks
- l) Karen—are nurses available for first aid?