1. Ceremony Details: Sunday, November 7, 2021

   a. **Invitations** – sent out-thank you! (Jennifer Edmaiston)
   b. **Facebook/Newspapers/Advertisement**- Press release-sent out-thank you! (Susan)
   c. **Inductee Presenters**- Verify
      i. 5-minute limit
      ii. Provide new/additional info about inductee, not just info provided in program
   d. **Audio visual/IT/Equipment**- request submitted to IT for support to run/monitor equipment Sunday night
   e. **MC/National Anthem/Physical Program**- 5:00pm
   f. **Budget**- Ticket sales/sponsors main funding source; Tickets = $75 (Child Ticket Price for 12 and under = $20; not advertised but offered if inquiries occur)
   g. **Sponsors/Donors**- Tony, Kanoe, Bill/Bookstore via medallions/t-shirts...
   h. **Payment/RSVPs**- Apple Pay set up
      - request to have the night of?
   i. **Food**- OTs will cater-
      - select meal option. OTs to supply water glasses, plates, silverware, salt/pepper shakers, & pitchers. TC has wine glasses and champagne flutes
   j. **Champagne Reception**- 4:00pm (Jan/Vicki)
      - Wine/champagne order?
   k. **TC/OTs Beverage Policy**- Legion to cater bar Sat and Sun under their liquor license
   l. **Decorations**- Set up day of @ 8:00am? Black table clothes/gold napkins. Sunflower center pieces. Melissa at OTs rents floor length white table clothes if needed for round tables. Step & repeat? Skirting. Gray and black chairs (gold are bright!)? Partition?
   m. **Plaques**- For all inductees that attend. An 8 x 10 plaque will be ordered for the inductee. One ‘perpetual’ plaque will be ordered for display on Hall of Fame wall on campus (final approval and location TBD via Deb) (Melissa)
   n. **Medallions**- We have 70 medallions-no need to order more this year. Engraving?
   o. **Program & Inductee PPT for Ceremony**- Complete in-house (Susan)
   p. **Name Badges**- Gold colored lanyards for inductees and black/white for committee members? We have 40 gold and 22 white lanyards. No need to order this year. Guests and attendees will use sticker name badges?
   q. **Photography**- David Thompson confirmed
   r. **Slide-Show PPT**- Presenters to get pictures from inductees? (Kanoe to compile PPT?)
   s. **Reserved Tables**- Reserved tables for inductees attending and their guests, Board members and Committee members? Round tables for table sponsors?! (Kanoe?)
   t. **Ushers**- Student athletes/volunteers? (Kanoe?)
   u. **Check-In**- Volunteers needed? (Jennifer/Norberto?)
   v. **Tour**- At 11:00am, meet in front of Student Services/Admin building-lunch provided (Tony?)
   w. **Rehearsal**- Presenters want to meet the day of?
   x. **Signage**- 5-6 signs around building directing to Student Center? (Susan?)
   y. **Bookstore hours throughout the weekend**- Open Sat/tour/Sunday?! (Bill)
   z.
2. Foundation: Saturday night Blast from the Past @ 4:30pm

3. Future Agenda Items/Action Items

4. Next Meeting: Monday, October 25, 2021, 8:30-9:30, 5-11/Zoom?