



## HALL OF FAME MEETING AGENDA

Tuesday, May 11, 2021

**Zoom Conference:**

<https://cccconfer.zoom.us/j/92151804717>

8:10 am – 9:00 am

### 1. Draft Invite (*thank you, Susan!*)

### 2. HOF Induction Ceremony Brainstorming/Ideas for:

Nov 6th:

*Welcome Reception/Social at Taft College @ 6:00pm*

Nov 7th:

*Campus Tour @ 11:00am, lunch provided*

*Induction/Awards at Taft College in Student Center*

*Champagne Reception 4:00-5:00pm*

*Program 5:00pm*

### 3. Summer Timeline

#### July/Aug

- Complete ASO Activity Request
- Prepare and send out Press Release to Office of Superintendent/President
- Confirm use of iPad for ticket sales with Foundation and communicate ticket sale prices, dates, and process with Cashier, VPSS/Athletics Admin Assist and others that may need to know (as needed)
- Provide HOF update at a Foundation meeting (as requested)
- Solicit sponsors to support budget (Foundation, OTs, Orange Belt Stages...)
- Work in-house with Web Coord and Director of Marketing to draft invites and order invites and envelopes (250 general, 30 inductee invites-may need more if large team is inducted)

#### September

- Sept 1<sup>st</sup>—send out formal invites to special guests (inductees) and general invites (past inductees, Board, Admin, Foundation, etc., share with campus via TC News)
- .....
- .....

### 4. Other

### 5. Next Meeting: Fall 2021