1. Ceremony Details: Sunday, November 7, 2021
   a. **Invitations** – in-progress (Jennifer Edmaiston)
   b. **Facebook/Newspapers/Advertisement** – Press release-in progress (Susan)
   c. **Inductee Presenters** – Volunteers needed
      i. 5-minute limit
      ii. Provide new/additional info about inductee, not just info provided in program
   d. **Audio visual/IT/Equipment** – request IT support to run/monitor equipment
   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** – OTs, Orange Belt Stages, Tony, Kanoe, Bill/Bookstore via medallions/t-shirts...
   h. **Payment/RSVPs** – Apple Pay set up-request to have the night of? Columns on RSVP list for 1) Saturday’s reception 2) TC Tour 3) Sunday’s ceremony 4) Method of payment?
   i. **Food** – Potential vendors? Give OT’s first option?
   j. **Champagne Reception** – 4:00pm (Jan/Vicki?)
   k. **TC/OTs Beverage Policy** – $10 cork fee per bottle for wine from donors. Wine/champagne order would need to be placed around first week of October for event if we want OTs to order
   l. **Decorations** – Set up day before/day of? Table cloth and napkin color? Center pieces?
   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) (Craig?)
   n. **Medallions** – We have 70 medallions-no need to order more this year
   o. **Program** – 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** – ??
   r. **Slide-Show** – 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? (Kanoe?)
   t. **Ushers** – Student athletes/volunteers? (Kanoe?)
   u. **Check-In** – Volunteers needed? (Jennifer?)
   v. **Tour** – At 11:00am, meet in front of Student Services/Admin building-lunch provided (Tony?)
   w. **Rehearsal** – Presenters to meet at 2:00pm the day of?

2. Foundation: Saturday night Blast from the Past @ 6:00pm

3. Future Agenda Items/Action Items

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