

CASA ACADEMY

Annual Event Committee

Date and Time

Monday November 14, 2016 at 6:15 PM MST

Location

CASA Academy (1500 W Maryland Ave, Phoenix, AZ 85015)

CASA Academy Governing Board meetings will take place at the CASA Academy campus (1500 W Maryland Ave, Phoenix, AZ 85015). Per A.R.S. § 38-431.02, notice of meetings for CASA Academy and any of its committees will be posted on this website. Notices will also be posted in the front office of CASA Academy (1500 W Maryland Ave, Phoenix, AZ 85015), which is open from 8:00 am to 4:00 pm, Monday through Friday.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:15 PM
Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		
Approve minutes for Annual Event Committee Meeting on November 2, 2016			
 II. Annual Event Committee			 6:15 PM
Annual Event Committee			
A. Determine Name for Event	Discuss	Mary Dahlen	5 m
B. Timeline Discussion	Discuss	Mary Dahlen	5 m
C. Ticket Price Discussion	Discuss	Mary Dahlen	5 m
D. Budget/ Sponsorship Goals/ Sponsorship Types	Discuss	Mary Dahlen	5 m
E. Flow of the evening/ Activities	Discuss	Mary Dahlen	5 m
F. Review video script	Discuss	Jenna Leahy	5 m
G. Graphic Design/ Marketing Campaign	Discuss	Mary Dahlen	5 m
H. Finalize Liquor License Materials with PCDS	Discuss	Jenna Leahy	5 m

Purpose Presenter Time

III. Other Business

IV. Closing Items

A. Adjourn Meeting

Vote