

# CASA ACADEMY

## Annual Event Committee Meeting

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### Date and Time

Thursday February 2, 2017 at 7:00 PM MST

### Location

Dial-in Number: (712) 775-7031 Meeting ID: 356-190-185 Host PIN: 5293

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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.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>7:00 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>			
<b>B. Call the Meeting to Order</b>			
<b>C. Approve Minutes</b>	Approve Minutes		
Approve minutes for Annual Event Committee Meeting on January 26, 2017			
<b>II. Annual Event Committee</b>			<b>7:00 PM</b>
Annual Event Committee			
<b>A. Event Space Layout</b>	Discuss	Jenna Leahy	5 m
<b>B. Review Financial Summary</b>	Discuss		1 m
<b>C. Outstanding Sponsorships</b>	Discuss		5 m
- We are still in need of a wine sponsor and a musician.			
<b>D. Discuss Raffle (Logistics)</b>	Discuss		10 m
- Status on NCL mother-daughter groups doing baskets?			
- Date set for NCL volunteer night?			
- Has Mary finalized raffle packages?			
- How do we want to do pricing for tickets? Last year we did 5 tickets for \$20 or 20 tickets for \$50.			
<b>E. Update on furniture, linens and bartending for the event</b>	Discuss		5 m

	Purpose	Presenter	Time
<b>F. Volunteer needs for the event</b>	Discuss		5 m
<b>G. Program/ Flow of the evening</b>	Discuss		5 m
<ul style="list-style-type: none"> <li>- Discuss how Rachel will read Syrian speech.</li> <li>- Discuss how "ask" will be made.</li> <li>- Who is our event MC?</li> </ul>			
<b>H. Miscellaneous Logistics</b>	Discuss		5 m
<ul style="list-style-type: none"> <li>- Is someone able to create signs for CASA to put on sandwich boards (directing people to event)?</li> <li>- Please email Jenna: name, email, address, number of bottles and in-kind value of any wine donations from private donors.</li> <li>- When do we want to cut off online sales? Do we want to increase ticket price at door?</li> <li>- What price should we sell the art (stools and framed wreathes) for?</li> <li>- For hand wreathes, should we put something in the middle (quote, picture of scholar, logo, etc.) or leave it blank?</li> </ul>			
<b>III. Other Business</b>			<b>7:41 PM</b>
<b>A. Announcements</b>	Discuss		5 m
<ul style="list-style-type: none"> <li>- Next meeting will be via conference call next Thursday at 7:00 PM.</li> <li>- Dress rehearsal will now take place in-person on 2/22/17 as opposed to 2/23/17.</li> <li>- Liquor license is now in CASA's possession.</li> </ul>			
<b>IV. Closing Items</b>			<b>7:46 PM</b>
<b>A. Adjourn Meeting</b>	Vote		