

Pre-Arrangements/Agenda

7/18/22

- ~~Discuss who committee heads will be~~
 - Get contact information to committee heads
 - Will share
 - Discuss when supplies will be bought
 - Who will pick up supplies
 - Designate who will do what before event and day of event
 - Preliminary Headcount
 - Registered Members – Total Headcount about 50-55
 - Discuss Saturday Event
 - What will it be entitled
 - Speakers
 - Time
-

Committees

- **Food**
 - **Committee Heads**
 - **Debbie Williams**
 - **Lisa Green**
 - **Lacy Curry**
- **Entertainment**
 - **Committee Head - Nikki Tabron-Booker**
- **Activities**
 - **Committee Head - Tiffanee Underwood**

- **Assistant - Keta Brown**
- **Set Up -**
 - **Committee Head - Larissa Martin**
 - **Assistant - Bronda Martin**
 - **Tear Down**
 - **Decorations**
 - **Clean Up**
 - **Volunteers**
 - **Natasha Williams**
 - **Krista Williams**
 - **Mikeala Freeman**
- **Hospitalities**
 - **Committee Heads**
 - **Audretta Atkins**
 - **Danielle Sykes**
 - **Security/Safety**
 - **Committee Head - LaRay Williams**
 - **Chaplin**
 - **LaRay Williams**
 - **Chuck Martin**
- **Memorabilia**
 - **Committee Head - Vanassa Jean-Simmons**
 - **Photographer - Reggie Allen**
 - **Photographer - VaShawn Williams**

To-Do List

- **Assign Committee Head**
- **Get Head Count**
- **Begin Purchasing Supplies**
 - **Paper Products**
 - **Cups**
 - **Forks/Spoons/Knives**
 - **Napkins**
 - **Wipes**
 - **Food (Audretta)**
 - **Drinks (Vanassa)**
 - **Cleaning supplies**
 - **Hand Sanatizer**
 - **Garbage bags**
 - **Decorations**
 - **Table clothes**
 - **Streamers**
 - **Balloons**
 - **Games for activities/Other activities**
 - **What Games? (Five Below)**
 - **What other activities?**
 - **Contest?**
 - **Singing/Karaoke?**
 - **Drawing**