**WELCOME!**

**TICKET SALES**

* QUANTITY SOLD: 170\*
  + Pending last-minute purchases from SJCL Board of Trustees. She needs final numbers by tomorrow. Rebeca is anticipating 180 total tickets sold.
  + Isidro had a question on whether students will be allowed to purchase up until tomorrow.
  + Rebeca says that we have wiggle room to allow them to buy last minute tickets, but the official cutoff date was March 7th.
  + Isidro was wondering at what point do we say no to students asking to purchase tickets. Rebeca says that we have about 7 seats left that can be left as last-minute tickets. Isidro suggests that we communicate through WhatsApp to let each other know if anyone has reached out to them wanting to reserve one of the reserve tickets, that way we aren’t over promising tickets we don’t have.
  + Navpreet is wondering if we are going to have 18 tables if the ticket count will be 180. Rebeca confirms that we will be having 18 tables officially.
  + Andy suggests that we increase the number of reserve tickets to 185.
  + The number was then increased to 190 since people have wanted to buy tickets at the door in the past and it is better to have more food and seat reserved than not enough.

**VENDORS**

* Photographer = will be there and ready to shoot by 5
* Catering = Dinner will be set & ready to go by 6 (Salads will go out at 5:45-ish).
  + Catering will be there early and mostly there all morning setting up.
* DJ & Photobooth = will be set up and playing by 5 :)
* Bartender = will begin serving at 5
* Non-Alcoholic Beverages = will be set up and ready by 4

**AWARDS**

* Awards will be in the box near the microphone.
  + The Awards have arrived, and Isidro will be presenting them.
  + Isidro is wondering if there is anyone who can help hand out the awards. Noor can help hand the awards out.
  + Isidro would like to know who is attending that is receiving an award so that he may adjust his script to include whether the student is present or not.
  + Rebeca says that the only people not attending who are receiving an award are the professors. Rebeca will reach out to the professors, via email, and will extend a last-minute invitation asking them if they would like to purchase a ticket.

**SPONSORS**

* Our sponsors -
  + The Dhillon Family
  + Modern Legal PC
  + Lisa Smittcamp (Fresno DA)
  + Fitzgerald, Alvarez, & Ciummo
* Gifts to Sponsors -
  + Mariela & Jackie are taking care of this task (& doing an amazing job!)
  + Isidro asked if Mariela and Jackie need extra help to please reach out.
  + They appreciate the help and have down the gift items and will have the basket ready by the day of the event.

**SCHEDULE**

* 9:00 AM - 1:30 PM → Set-up
* 5:00 PM - 6:00 PM → Cocktail Hour
* 6:00 PM - 7:00 PM → Dinner
* 7:00 PM - 8:00 PM → Scholarship & Awards Program
* 8:00 PM - 10:30 PM → Dance
* 10:30 - 11:30 → Clean-up & afterparty (JK, I’m too old for that)
* Rebeca is sticking to this schedule as of now. The venue coordinator has not responded to Rebeca’s email but will be waiting for her response.
* Chris suggests the earlier we can get there the better and doesn’t see us taking 4 and a half hours to set up.

**TASKS & STUFF :(**

* Drinks:
  + Christopher is getting the majority of the items. Jenna will be placing an Amazon order with the last few things that Chris needs for the drinks.
  + Chris also asked for someone to make a trip to Walmart to get simple syrup and grape juice. Those things weren’t’ available at Costco. Andy can purchase those items; he asks that Rebeca send the list of what he needs to purchase.
  + Chris is also wondering if we will have hard seltzers. Rebeca said we have not bought any and currently doesn’t plan to buy any. Rebeca says that they weren’t that popular last year, but we do have some in the law review room that are still good, and we can take those to the venue with us.
  + Andy & Jimmy, could you please get the ice? Andy can get the ice.
* Sponsors/Donors Check-in & ushering (*2 people*)
  + Admin does not want sponsors/donors to wait in line with everyone else, so they have asked us to do a separate check-in for them.
  + Isidro recommends we do a separate line instead of separate tables so that we don’t need an extra person running a separate table.
  + Rebeca says that the school wants students to usher the scholarship sponsors to their sponsored table.
  + Noor and Jimmy have volunteered to usher the sponsors.
* Regular Check-in (*2 people*)
  + Mainly students & like 3 staff
  + Rebeca will be checking in people with her master list.
  + Isidro suggests we get the volunteers down today and not delegate the task super last minute.
  + Jackie and Isidro will help with the check-in table alongside Rebeca.
* Social/friendly people that can mingle! (*4 people*)
  + Those who do not have a specific job are asked to socialize with eth guest and sponsors.

**DECOR**

* Tables: tables and chairs will be set up when we go to the venue in the AM, tablecloths should also be set
  + Our Task: Set the table overlays, placemats, programs, and table signs (where applicable)
    - Navpreet will have the floral centerpieces & we will need to help her set them out or whatever else she may need us to do
* Check In Tables (*Blanca & Adeth*)
  + Our Task: make sure name tags, programs, list, and tables are set up
* Backdrops: Navpreet has an incredible deal that I recommend we take to reduce our set-up time and elevate the space!
  + Our Task: decide our options
    - Pics will be sent on chat
* Isidro is wondering if we ever did a motion to approve a budget for the centerpieces.
* Rebeca says that the centerpieces are included in the overall decoration budget.
* Isidro is wondering if we have any pictures or ideas of what the decoration will look like. Rebeca says that the pictures are on the BB folder. She will be resending out the folder and granting everyone access to the folder to see the pictures.
* The colors of the flowers are yellow and mute colors. Yellow was chosen so that we can have a pop of color.
* There was some discussion about yellow being the color for the flowers and if that was on theme. Yellow might not fit the theme but Rebeca gave Navpreet freedom with the centerpieces as she has a lot of experience in event planning. Rebeca also didn’t think that the color was a big deal where a lot of people would have opinions over and if we did take it to vote we would be spending hours on deciding what to do. Navpreet also pointed out that flowers need to be order week(s) in advanced and the order has been placed. She might be able to change the flower options but thinks that the yellow is a nice touch to the overall decoration scheme.
* The backdrop would fall under the budget, so the decision now is if we want to go ahead with the ballon garland and backdrop.
* No one had any opposition to the ballon garland and backdrop.
* Navpreet says that she has the option to change the color for the flower from yellow to orange or red. After further discussion, yellow stays.
* Navpreet wanted to know at what time she needs the ballon lady to come and set up. She is wondering if 3pm is a good time, if anyone will be there at that time. Rebeca can be there by 3:30pm.

Post Meeting Note: On WhatsApp there was a poll to change the flowers to blue hydrangeas instead of the yellow flower mix. If we change the flowers, we will also change the backdrop to the blue and silver option.

Poll for In favor: Mariela, Navpreet, Isidro, Andy, Chris, Noor, Ashely, and Jackie. (10:34 am) Majority approved, Motion to change the Flowers with an additional cost of $30 is passed.

**QUESTIONS/CONCERNS**

* Concerns?
* Isidro has some concerns with the terms of the venue contract. He found a live music clause that would have us end the live music at 10pm, does this include the DJ? Rebeca had a discussion with the venue coordinator and DJ isn’t included in that term, the term would apply more like to a live band or music performers.
* Jimmy is wondering if we know that the sponsors and deans are at designated tables shouldn’t we have name tags located where they are sitting. Where will they be sitting? Rebeca is waiting for a final count from Modern Legal PC to know who is coming on their behalf. We will have tables designated for the sponsor and this is where the SBA helpers would come in and help usher the sponsors to their tables. Their tables are going to be assigned in a way that they have easy access to the front so that they can easily get there and present the award.
* Dean has some concerns.
  + Here first concern was the audio system at the venue. She had attended an event there not too long ago and there were some problems with the audio. She will bring a backup professional grade system. Rebeca says we also have the venue system we can test out and the DJ. Rebeca attended the same event and didn’t think there was a problem with the audio. Jimmy suggests we do audio checks during the set up.
  + The dean’s next concern is if we are going to have a stage. Rebeca doesn’t think we needed one, but she will ask the venue. If we ask the venue for a stage that might cost us more so what we can do is bring the SCJL podium from the school and have tables set up with the awards next to the podium.
* Chris is wondering what clean-up will look like. The vendor includes clean-up so what will the SBA be doing? Rebeca will seek clarification but, on our end, we need to clean our decorations.
* Navpreet is wondering about the linens. Rebeca will be contacting the venue about any concerns with the linens, and she will be bringing in the overlays to the venue.
* Navpreet suggests we all arrive at the same time to get things done. She needs to be done by 10am as she has a baby shower. Isidro can also be there before 9am so that we can leave early to get ready.
* Navpreet was wondering what we would do with all the centerpieces, she is okay with allowing guest to take the centerpieces so that we don’t have to deal. She also wouldn’t be able to take as she will not have larger car with her.
  + Mariela is wondering if the venue won’t look empty if we have people, like the sponsors who leave early, taking centerpieces before the event ends. Navpreet says that the sponsors would take there since they are going to be a lot bigger.
* There was a comment on what time we should get the ice. Chris suggests that the ice can be bought a little later than when we set up. Andy will be stopping by and getting the ice. Rebeca will be in contact with Andy.