



Meeting Type: Workshop Meeting / June Arts Mixer  
Meeting Location: McConnell Center Cafeteria  
Meeting Date: 04-24-15  
Meeting Time: **12:30 p.m.**

1. Call to order
2. Assign minute taker
3. Clarify mission/goal of event
4. Create a work plan & assign tasks to committee members
  - Artists
  - Press release
  - Poster/flyers
  - Food donations
  - Set-up of space
5. Determine invitation list and how to get the word out
6. Decide how the event will flow
7. What information do we want to gather from attendees and what do we want to do with it?
8. Set next meeting date