

## Meeting #14 Minutes (8-28-22)

### CHECK-INS

- Sponsor - we had someone reach out to us for sponsoring, we let them know they won't be on the shirts but they can still sponsor and offer muscle tape to runners
  - reaching out to food trucks
  - we need to sort out complications with a check with TOC
  - still reaching out to UPS store for signs
  - need to contact Trader Joe's about their table on race day
- Registration - emailed the logos to the shirt company on Wednesday, followed up them on Friday after no response - we will resend logos first thing tomorrow in proper format
  - we will get a 10% discount (\$800) with shirt company sponsoring us
  - we need to contact fullpress for inserts, still cartooning for more insert designs
  - going to start the logo sticker asap, once I figure out caricature stuff I will start with that one only if it's ok that we're having two separate orders - total at \$160 for one set of 800 stickers, UPS store is also an option for this
  - Flash sale for NOLA tri
- PR - hype video is uploaded to all platforms!
  - We have two different versions of the flyer, everyone take a couple and post them around campus - looking into hanging flyers in bulletin boards around the COM
  - looking into getting a table for the 5K/Chiefs/Psi at Market Table Wednesday, possibly starting next Wednesday
  - Sponsor Sunday post to go up today
  - we're thinking of making another hype video in the new Union
  - still need to make the "track" ad as previously discussed
  - I've personalized emails for contacting other chapters and schools to send out this week
- Volunteer - going to make an announcement about Chiefs volunteer sign-up at rehearsal tomorrow
  - looking into getting access to the golf cart from Dr. Plack - need approval from Women's Basketball Team
  - go through University Health Services for an AED in the Field House, working on getting EMS presence on race day
  - created a brother/volunteer race day schedule for setup and prep (pep bands are red x's, water tables are black x's)
  - we will have folding tables, just need access to storage from Tijuana Meeks
  - since we are doing volunteer prep meeting and workshop before race day, we don't need to have help report so early this year
  - I will personally guarantee donuts/breakfast for brothers on race day if necessary

## TASKS

- Sponsor - Continue reaching out along with assistants
- Co-Race Director - swing by the office to see if the office received the check
- Registration - Order shirts; Keep working on stickers/ inserts and order them as soon as you complete it
- PR - reach out to chapters and local Schools; Keep working on putting those flyers up around campus and hot spots (ex. Dunkin' Red eye, Burrito Boarder, etc.)
- Volunteer - Do another reminder announcement to sign up and announce the donut prize for the section who completely fills out the volunteer indicating they are running or volunteering - Clarify that people can either volunteer or run but everyone still needs to fill out the form indicating that; Continue to contact potential pep band conductors (Current DMs, Past DMs within reason, Grad Students, etc); Continue to set the game plan for volunteers and work with Assistance on this so they are on the same page; At some point meet with Connor and I to officially set this route :)
- Assistants - Work with Alexa on sponsors; Work with Alexea on how we want to set up race packing/packet pick-up; Work with Jordan on volunteer planning so you all are on the same page when it comes to volunteers; look into getting approval for flyers in Residence Halls from University housing
- EVERYONE:
  - Be Proactive not reactive
  - Don't wait for me or Connor to tell you to do something.
  - If you know something is coming up or you need to do something do it! Of course check in with us so we know where everyone is at and what's going on.
  - check in before you do something big (ex. Make a purchase)
  - IMPORTANT DATES
    - Cut off date for volunteer forms is (SEPT 9)Cut off for sponsors (SEPT 6)
    - EARLY BIRD ENDS (SEPT 11) Alexea make sure you raise prices  
Virtual Pack option is done after this date
    - Pack and ship boxes (SEPT 11-17) This is not flexible; we need box cover sticker and virtual pack materials ready to go
    - Pack race packs (SEPT 18-27) if needed
    - Packet Pickup (SEPT 28-30)
    - RACE DAY (OCT 2) :)
  - As you can see everything is picking up but we got this.

LET US KNOW IF YOU HAVE ANY QUESTIONS OR NEED HELP WITH ANYTHING