

Semi-Formal → to be held at CPHB 7-10pm

- Food has to be catered through IMU (menu is available online)
 - Will be biggest part of budget (estimate of \$750?)
 - Get info on how the amount of food that was left last year
 - Place order ASAP
 - Shannon has offered to do initial call/email to catering to see what they can do and the costs involved
 - We can also give them a budget range
- Music
 - Shannon has a friend that is a DJ at a nightclub/bar, could play whatever (DJ Baron)
 - He could play for the last hour if we want that to be dancing
 - We could also just make a playlist if money is an issue
 - DJ Baron could play for free
 - What was the setup last time? – get info from Katie
 - Javier will lookup possible places that rent out speakers
- Tables can be spread throughout the room
- Total expenses – budget from 2016 to come soon from Katie
 - Bus (9:30-10:30)
 - Not sure on rate, but it is hourly – Amanda will call
 - Will also look at other bussing services
 - Food - \$700-800 estimate
 - Music - possibly
 - Setup - unsure
 - Decorations \$75 (very flexible) – will take inventory of what we already have
 - Decorations could be self made
 - We could make a banner
 - Photo booth – last year Katie took the pictures
 - We can simply do a white sheet with a camera
 - This time we could rotate to take photos
 - What camera was used?
 - College has a camera
 - We may be able to rent one if college camera is not available
- Schedule when to send out invites – **decided on 4/7**
 - We should do a more formal RSVP
 - Include question on if they plan on bringing a +1
 - RSVP link will go with flyer (google form or qualtrics)
 - Catherine will make draft for next time
 - Send out a reminder of Monday before event, then Thursday

Earth day event

- Katie will send out information to the college
 - Should send it labelled as an event lead by CPHSA

National Public Health Week

- read email from Dan
 - Interest in having videos of students highlighting importance of department
 - Future use of video the showcase CPHB (on social media)
 - Lexie will connect us with him
 - Look for email on when to schedule video to record
- Katie thinking of Zumba class in CPHB
- Javi thinking of interviewing fellow students
- Alyson – collaborations between OEH and other departments
- Shannon – info on HMP, basic walkthrough?
- Catherine/Amanda – find someone who has a story/experience that was impacted by epi
 - Was this final decision?

We will meet in two weeks