

East Lansing Welcomes the World

Event Date: Sunday, September 27, 2:30-4:30

Meeting Notes – Friday, June 19

Present: Kristin Shelley, Janet Lillie, Megan Clark, Sue Webster, Joy Walter, Stacey Bieler and Phyllis Thode

The library board has approved closure on the above date and Dr. Simon's appearance has been confirmed. Last year 300-350 people attended.

Program speakers: Kristin (Welcome), Lou Anna Simon, Nathan Triplett, and James Dorsett. Janet will coordinate talking points for Dr. Simon and the speakers – Joy will be the contact for James and Mikell Frey will be the contact for Nathan.

Phyllis will contact Dave Larzalere from ELHS regarding music, and the Friendship from MSU about coordinating family activities. Phyllis also put in a request for Sparty. Last time the library had him visit it cost \$70.

Budget: Total is \$3,500 - \$2,000 from MSU and \$1,500 from the City of East Lansing. Megan will send Joy an invoice.

Caterers/food: Grand Grillin' will be the primary caterer and will charge \$3,500. Grand Traverse will donate a giant pie. Other food donors will be: Buffalo Wild Wings, Moe's Southwest Grill, Tasty Twist, and NCG.

Buses: Janet will coordinate bus service. Joy will help with route details for where the buses should pick up students.

Community Ambassadors: Stacey will contact CVIP volunteers, Sue will coordinate CRC interns, Joy will contact OISS volunteers and Jen and Phyllis will coordinate people who contact the library. The Press Release from the City always requests anyone wishing to volunteer to contact Jen and Phyllis at the library.

Promotion: Mikell Frey from the City of East Lansing will do the Press Release/Invitation. Joy's office will take care of notifying the students. CVIP and the library will also promote the event.

Resource Tables: CATA, CVIP, CRC and the City will plan to have a table. (Who contacts CATA?) The tables will be in the North Foyer.