

Special Events Meeting Agenda

Meeting Details:

Date: November 8, 2023

Time: 7:00 PM

Location: North Clubhouse

Agenda:

Welcome and Introduction!

Purpose of the meeting

Review of the agenda

Magic Show on 11/11/23

Update on the preparations for the Magic Show event

Event details and schedule

Discussion on any outstanding tasks or concerns

Marketing and promotion efforts

Frosty Fest on 12/2/23

Update on Frosty Fest event planning

Event details, activities, and entertainment

Discussion on logistics, decorations, and set-up

Review of vendor arrangements

Marketing strategies

Pajama Jam (date TBD)

Initial discussion regarding the Pajama Jam event

Proposed date and theme (if available)

Determine planning responsibilities and next steps

Budget and Financial Updates

Review of event budgets and expenses

Next Steps and Action Items

Recap of key action items

Assign responsibilities and deadlines

Closing Remarks

Summary of the meeting

Thanking participants for their contributions

Announcing the date of the next meeting

Adjournment:

Meeting ends at 8:00PM