

Agenda Oct. 21, 2019 Symposium

This is a little late getting to you but most of all the work should be done to advertise on the web. In order to do this, the following things are needed:

Things to do:

- Meeting time is 6:30 p.m. - **Be prompt** – crunch time.
- If you need to talk to other Committees on concerns, please do so before the meeting on Oct. 21.
- **Carol R.** – need signed contracts ready for my signature (please bring them with a list of information on the classes, pictures of their projects and a bio for each)
- **Lee T.** - Vendor List with information about the vendor and where they are located
- **Candy B.** - Will advertise at both meetings in November and I will send out to all members on E-tree and advertise on the web. Please get with **Marilyn R.** about the cards. **Marilyn R.** – would you bring a mock card with all the information on it.
- **Jeanne S.** - would you report on the Credit Card information
- **Directional signs**
- **Room** decisions can made once we get the contracts finalized.
- **Lunch** decision is made.
- **Donna Dooley** – report if anything has changed

See you there.

It will take a little time to get all the information on the web. I will need the above information quickly.

See you soon.

Linda Odell