

## JCC Exec 10/3

Treasurer Overview, Paper meeting overview, Junior Jack-O-Lanterns Delegations

- **President**

- Email CES for Landis Reservation October 25th 6pm-8pm
  - Ask for tables and chairs ... #?
- Email CES for access to mazevo for me and Kiersten
- Send class councils and sga logos to Allison
- Send list of contacts to Avery
- Send Ben Young's email to Kiersten
- Look through drive for T-shirt design process
- Submit EP

- **Vice President**

- Follow up with delegations for Logistics and Internal Affairs

- **Treasurer**

- Submit PO for needed items
  - [halloween gummies](#) - one pack of 80
  - [mini pumpkins](#) - 15 bags
  - [Bed Sheet](#) - one queen size full, white
  - [balloon arc](#)
  - [Plastic Cups](#) - one pack of 100
  - [Green Hawaiian Punch](#) - one
  - [Orange Hawaiian Punch](#) - one
  - [Wristbands](#) - one pack of 200
  - [pretzels](#) - one pack of 70
  -

- **Materials Needed:**

- Green screen stand from robert - dj is asking about this
- Table cloths - emily will buy
- Field games from SGA

- **Secretary**

- Upload minutes from last weeks JCC meeting
- Communicate with Rain if you need help with anything
- Get access to mazevo & book rooms for the rest of the semester

- **Dep. Treasurer**

- Communicate with DJ if anything is needed

- **Dep. Secretary**

- Communicate with Kiersten if anything is needed
- **External Affairs**
  - Become familiar with the contacts sheet
  - Will be sending a bcc email to all organizations inviting them to our event
    - Also start brainstorming how to invite others, can collaborate with PR, or members at large for marketing purposes or for help announcing at greek chapters or other RSO events
- **Internal Affairs**
  - Start brainstorming an internal bonding event for the month of October!
    - I would come up with a few options (with possible dates and times) to present at next week's meeting so we can all vote
- **PR**
  - Instagram graphic (which ik you already started working on thank you queen)
  - Work with external affairs to brainstorm other marketing tactics
    - Possibly create a hype video? Or just like a speaking video we can post on the ig idk lol
  - Junior Jack-O-Lantern T-shirt design
  - Student Pubs email if you ever need to print:
    - [fsustudentpublications@gmail.com](mailto:fsustudentpublications@gmail.com)
- **Logistics**
  - Start gathering availability for the day-of-event schedule
  - Ask Lily for the old Day-of-event excel sheet if needed!! (feel free to create your own but if you want to just use the template from last year Lily used a beautiful one)
- **Members At Large**
  - If you see any tasks/jobs on here that you'd like to help with, reach out to those people and ask if they need help!