FFF #54 Planning Meeting Agenda – August 28, 2019

Location: Video Conference Room, NonProfit Center, 89 South Street, Boston, MA 02111

Be in the building prior to 7:00 PM when the doors auto lock!

Conference Call: 857-226-4343

Computer: Uber Conference

All participants should be prepared to introduce themselves with the following:

1. Preferred name
2. Personal pronouns (Optional)
3. Your role or interest in FFF #54

Agenda

6:45-6:50PM   Introductions

6:50-7:00PM   FFF54 Planning Meeting Schedule – Finalized

7:00-8:15PM   FFF54 Department Status, Goals & Timelines

   IT Department
   - Portal for Volunteer Sign up
   - Vendor Sign-Up
   Volunteers
   - Schedule status
   Vending
   - Timetable
   Programming
   - Status
   Operations
   MECS
   Accessibility
   - ASL
   Hotels
   - Staff Room Blocks
   - Public Room Release
   Contracts
   - Registration
   - COIL
   - Venmo
   - Pendragon
   Advertising
   Marketing/PR/Social Media
   Program Book

8:15-8:30PM   Other FFF54 Business/Open
What’s New
   Room Deposits
   Cost of Admission Format
   ID Scanners
   Other/Open

8:30-8:35PM  Break

8:35-9:30PM  Executive Session