FFF #54 Planning Meeting Agenda – August 7, 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
3. (Optional) Your role or interest in FFF #54

Agenda

7:00-7:05PM Introductions

7:05-7:20PM Summer Flea (FFF53) Recap
   • Hotel Post-Con Meeting
   • Other/Open FFF53 Business

7:20-7:25PM FFF54 Planning Meeting Schedule

7:25-7:45PM FFF54 Leadership
   • Team Leads & Coordinators
     • Volunteers
     • Vending
     • Programming
     • Operations
     • Medical & Emotional Care Support (MECS)
     • Accessibility
     • Hotel Liaison
     • Contracts Liaison
     • Advertising
     • Marketing/PR/Social Media
     • Program Book

7:45-8:15PM Department Status, Goals & Timelines

   • Volunteers
     • Portal for Sign up
     • Schedule
   • Vending
   • Programming
     • Status
   • Operations
   • MECS
• Accessibility
• Hotels
  • Staff Room Blocks
  • Public Room Release
• Contracts
  • COIL
  • Pendragon
  • Valet Parking
  • Police Detail
  • Other?
• 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