FFF #54 Planning Meeting Agenda 11/20 7:00 PM

**Location:** Conference Center @ Waltham Woods, 860 Winter Street, Waltham, MA 02451

**Conference Call:** 857-226-4343  
**Computer:** UberConference

7:00-7:05PM Introductions

7:05-8:20PM FFF54 Department Updates

- IT Department
  - Portal for Volunteer Sign up
  - Vendor Sign-Up
  - ID Scanners
  - Credit card processing
- Volunteers
  - Schedule status
- Vending
  - Vendor Call status
- Programming
  - Status update
- Operations
- MECS
- Accessibility
  - ASL
  - Hotel room block
- Hotels
  - Staff Room Blocks
  - Public Room Block Status
- Contracts
  - COIL – Done
  - Pendragon – In Process
- Advertising
- Marketing/PR/Social Media
- Program Book
- Swag

8:20-8:35PM Other FFF54 Business/Open

- Other/Open

8:35-8:40PM Break

8:40-9:15PM Executive Session