MCS GSAC Meeting Minutes
April 3, 2014

1. Catering organized through big burrito group.
   a. Beer, soft drinks, water and ice will be delivered to the loading dock at Mellon.
   b. Wine will be delivered to Mellon.

2. Posters are made and delivered to the departments.

3. Caterer provides plates, napkins etc.
   a. Curtis will get cups.
   b. Ice Tubs to chill drinks chemistry/biology.

4. Caterers arrive around 3:00pm. We need someone to start setting up tables in the Mellon lobby around 3:00 or 3:30pm. 2-3 people.

5. We need to corral people to help with clean up at 6:30pm 4-6 people for about 30 minutes.

6. Event 4:30pm to 6:30pm

7. We need people to wander around checking ID and then stamping hands for drinks.
   a. 4 people for first hour, 4 for second hour.