**BLACKSBURG BLOCKCHAIN SYMPOSIUM**

**WEEKLY MEETING**

**STANDING DISCUSSION ITEMS:**

* Registration Report - Yao
* Outreach
  + Media - Davon
  + Social Media - Simone
  + Print - Ben

**NEW DISCUSSION ITEMS:**

* Communications
* Registrations – Yao/Davon
* Slack – Simone
* Parking - Davon
* Facilities - Davon
* Catering - Davon
* Videographer - Ben
* Streaming – Ben/Simone
* Materials – Ben
* **Event Week Outline:**
* Tuesday –
  + Name Tags
  + Registrant Packets
* Thursday –
  + Van Pick up (Need additional Driver)
  + Coordinate Furniture pick-up and Delivery w/ materials
  + Speaker Arrival - Christine
  + Coordinate Dinner Travel
* Friday:
  + Arrival
  + Speakers Travel Coordination
  + Caterers
  + Equipment
  + Parking Tickets – Process/List
  + Reception Coordinator
  + Breakdown Coordinator – Return Furniture/Materials to GFURR
  + Speaker Departure – Christine