**Program Board Training Retreat**

**Palmetto Palm, Student Union**

**Agenda**

**2013 - 2014**

9:00 A.M. Welcome and Icebreakers

Welcome and Introductions

Toilet paper icebreaker

9:30 a.m. Expectations of Program Board

Overview of Binder

Program Board Structure

SG Statutes

GAC Overview (Governor’s Administrative Cabinet)

10:30 a.m. Team Building Activity

Helium Hoops

Electric Maze

11:30 a.m. Lunch in the SIL Conference Room

12:30 p.m. Event Planning

Policies and Resources

Event Planning Forms

Timelines and Deadlines

Food Waiver

Food Safety Certification

Golf Cart Certification

2:30 p.m. Contracts and Riders

3:00 p.m. Purchasing Procedures

Vendors

Printing, Flyers, Banners, Tickets

Promo Items, T-Shirts, Uniforms

Fiscal Certification

Fiscal Process

4:00 p.m. Fall Calendar and Contracts

5:00 p.m. Dinner