**Notes from programming meeting week of june 2nd, 2014**

Agreement/contract needed for speakers/presenters to get agreement on what we and the speaker can expect. Lisa has one already and Ed Berlin will be vet-ing it 6/10/14.

Need to get water bottles for the speakers

½ size black and white flyers to be at each presentation with the information on the next months offering

IF books are available from World Eye for sale, we will get 20% discount on books that we buy prior to the program to have available for our patrons to read.

We will be a venue for World Eye for bigger programs that they are holding

**Day of items to keep in mind:**

Air conditioner NEEDS to be turned on high as soon as possible during the day of

We need a table cover for the speakers table, something to give the seated speaker some leg privacy

Flowers for speakers table --- buy or raid gardens (Rain garden might provide a plethora)