Nanocon Meeting #2 09.14.11

“Everything from the time I say ‘Go’ until six.”

Laci: Poster done by next week’s meeting

Event tickets:

Student Senate to run concessions again this year.

Different club to run ticket collection/hand out

-make sure to have a ‘cheat sheet’ for person who runs it

Tickets help with data mining and helps people who are running games/events also helpful to those attending in regards to reminders

Self-service possibility?

Final Decision: Tickets will be used

Bizkit, Laci, Katie in charge of brainstorming ideas for system

Nanocon Bible to be implemented for Nanocon ‘10

Items Added to Bible:

Febreze Fairy

Concessions list

Equipment list

Floor plan

Mission statement

Deadlines

Positions/Position Descriptions

Budget

Contacts w/numbers

Guest Transportation (guest services)

Collection Agent (unpaid tabs)

Booklet Template

Concession SOP

Ticket Counter SOP

Front Table SOP

Black Fabric needed for covering game stations

1 x 2 ---both donated by Allen

Whomever is in charge of Nanocon will designate a place for all paperwork/materials. (office, etc.)

NEW BUSINESS:

Game Stop interested in buying 4-6 pages in Nanocon booklet

8 Rooms required for Speakers

Contract for SIS

Swag now available w/order system up and running at <http://www.nanocon.us>