

**Events**

**Centennial Planning Subcommittee Agenda**

**September 20, 2023          5:00 – 7:00 pm**

**Allison Public Meeting Room (Downstairs)**

1. Attendance
   1. Assign note taker
2. Events Selection Process Discussion
   1. How are we going to pick which events are selected
3. Assign Primary Responsible Individuals (PRI’s)
4. Discuss Details for
   1. Event
   2. Timing
   3. Cost
   4. Target Audience
   5. Objective
   6. Risk
   7. Required Approvals
5. Begin Preliminary Schedule Planning
6. Assign individual for maintaining events subcommittee documentation
   1. **\*\*Take 3 Ring Binder with you\*\***