

Agenda

PETS Planning Meeting

Thursday February 7, 2013

4:00 PM

Phone Conference Call

Type of meeting: Planning

Facilitator: Roger Ptolemy

Note taker: Dan Himelspace

Please read: Assignments from January Meeting (refer to minutes & bottom of Agenda from January 9th)

AGENDA TOPICS

Call Meeting to Order	Roger
Review & Approve Minutes of January Meeting	Roger
<u>DERT Report:</u> Registration Update	Gary Frisch
District suite assignments, Meeting Room set up forms, AV forms	Dave
Photos to Gary Fletcher (DGEs, Speakers, Pledge leaders, Inspirations, etc.)	Gary Fletcher
Sunday Breakout Sessions	Chuck
Speaker/Entertainment Update, District Banners, Theme Banner, Bell, Stage set-up	Arlene
Vendors, Rotary Exhibits, PE photos by district, Sunday Service, Sergeants-At-Arms	Steve
Materials for PEs/PENs/AGs	Karoline
Emcee scripts, Gift Baskets for speakers	Arlene
Jeopardy Game	Arlene
VIP Table seating, PDG Briefing/Invitations	Roger
Review Other Task List Assignments	Roger

Special Notes

By February 7:

Make sure the following are registered:
PEs/PENs/District officers (DGEs)
Facilitators (Chuck)
Speakers (Dian)

By February 10:

Assign PEs/PENs to breakout groups, complete draft of program (Arlene)

By February 15:

Program finalized and ready for printer (Arlene, Chuck, Roger)