

ACPD Accessibility Fair 2022 July 29th Update

While the budget was approved, there is some issues still remaining with the finance department and we will need to meet with them in some capacity in order to ensure that the next 2 months is executed as efficiently as possible.

I have been in discussion with several Special Event Insurance Brokers and I hope to have quotes available soon.

We are removing food service from the event. I investigated 2 not for profit caterers. The YWCA program is currently suspended due to the pandemic. The First Start Program out of First Place would require us to pay for a set numbers of guests and we would have to be responsible for sales at the event; this is not possible. I have not been connected with Mission Services.

The website email address will be created as soon as we get the financing issues sorted out.

We will also have posters printed as soon as the media package is approved and the finances are sorted.

Paula is putting on the finishing touches to the contact list. We require all contact information if they wish to participate in the event. Please forward any missing information to Paula by August 2nd. I have created a simple application form for stakeholder submission. There

are some errors with it, but I should have the bugs worked out soon.

I have sent Lovaye and the Mac students our media package so they can create social media pages on Facebook, Instagram and Twitter. They will also not go live until the media package is approved. We have begun discussing student's responsibilities and scheduling of the event.

The banner printers are just waiting on a PO number before they begin the design work free of charge. If we are unable to find a location to safely store the banner at the City, we can pay a small fee to have the printer store it. This should satisfy the budget motion amendment.

We are starting to discuss the actual layout of the event and what the events may look like. I will be taking photos of the site and will send them out soon. We are also planning to meet at the Forecourt sometime later in August to discuss the layout on site.

Distribution of remaining first run pamphlets should take place shortly. I will put in a motion to print the next batch of corrected pamphlets so they are ready for the event.

Media communication/Invitation motion is ready to go to ACPD. This will be the last time we can put in any event related motions and we need to make sure we have them all.