TLC Bussiness

- ☑ ~~Establish date of event.~~

February 24th -Established day of event.

1 month and some change after resumption: students aren't burnt out or overwhelmed just yet.

Back up date:

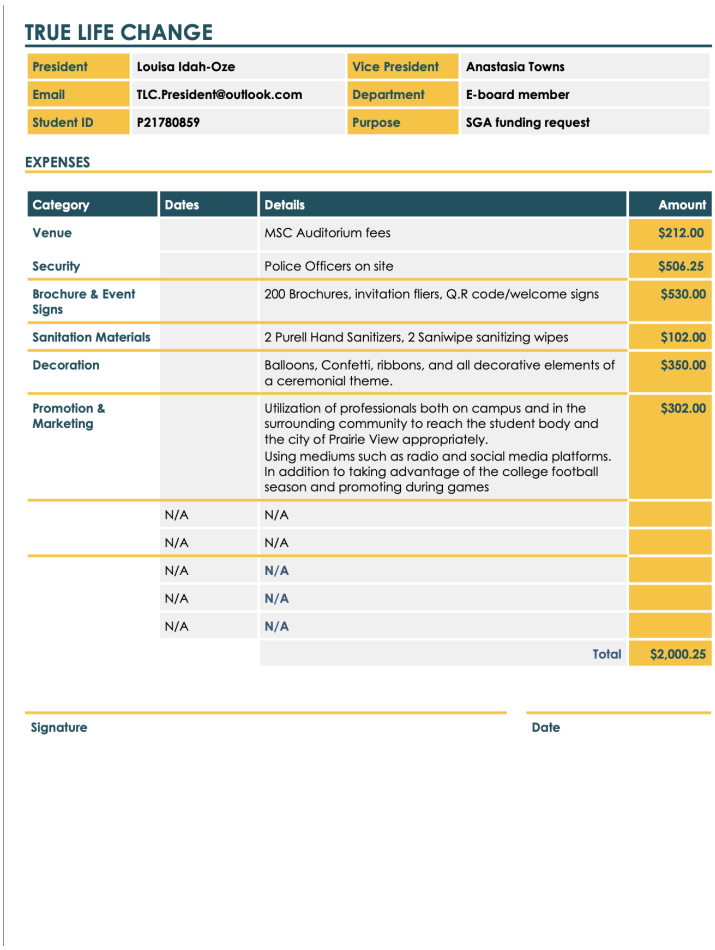
March 23rd 2023 (After spring break) no games on this day.

Funding: Cam Bradley & Louisa Idahoze

- ☑ ~~Find a senator to write our bill~~

The senator of ministries has agreed to write our bill and help us with this process of funding.

- ☑ ~~Create a budget for SGA (using last events budget)- 10/09/23~~



TRUE LIFE CHANGE

President	Louisa Idah-Oze	Vice President	Anastasia Towns
Email	TLC.President@outlook.com	Department	E-board member
Student ID	P21780859	Purpose	SGA funding request

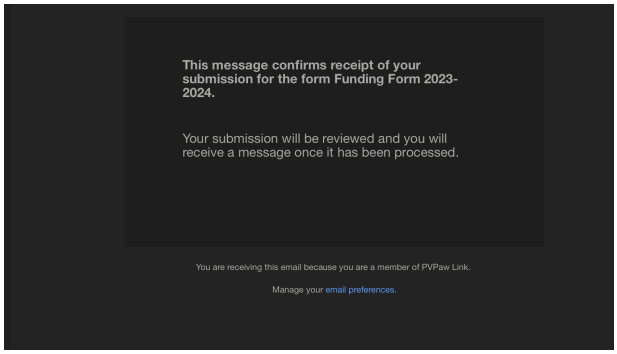
EXPENSES

Category	Dates	Details	Amount
Venue		MSC Auditorium fees	$212.00
Security		Police Officers on site	$506.25
Brochure & Event Signs		200 Brochures, invitation fliers, Q.R code/welcome signs	$530.00
Sanitation Materials		2 Purell Hand Sanitizers, 2 Saniwipe sanitizing wipes	$102.00
Decoration		Balloons, Confetti, ribbons, and all decorative elements of a ceremonial theme.	$350.00
Promotion & Marketing		Utilization of professionals both on campus and in the surrounding community to reach the student body and the city of Prairie View appropriately. Using mediums such as radio and social media platforms. In addition to taking advantage of the college football season and promoting during games	$302.00
	N/A	N/A	
	N/A	N/A	
	N/A	N/A	
	N/A	N/A	
	N/A	N/A	
		Total	$2,000.25

Signature Date

- ☑ ~~Request funding for event from SGA-10/09/23~~
- ☐ Receive Funding

Funding was denied because it was too early.



- [x] ~~Reapply for funding in spring~~
- [x] ~~Have Cam find a student senator to write our bill.~~

Promotional efforts: Jacob and Liyah

- [x] ~~Reach out to radio and book multiple dates we can promote.~~
- [ ] Reach out to that local church on the side of 290 to let them know we are a student organization at PV and ask if they could promote the play to their congregation.
- [x] ~~Jacob Reached out to All Faith Chapel~~
- [x] ~~Go to SGA and inquire about to process of getting our flier approved (No need) (Handouts do not require)~~
- [ ] We need SGA to approve large fliers if any
- [ ] See about us being on the screens in the MSC and anywhere there are screens
- [x] ~~See about us being advertised on the radio frequently (Dates Established)~~
- [ ] Plan door to door witnessing at all campus housing: for the UC(freshman dorm) you have to go to the front office and ask how we can effectively promote without crossing boundaries set in place for the safety of freshman students. Feb 10th (Some Volunteers from the church should be coming to PV that day)
- [ ] Mynia will ensure to the extent at which is allowed the play is promoted at other campuses.
- [x] ~~Replace event brite with: https://www.tickettailor.com/pricing/ - Free for free events~~
- [x] ~~Know how many people we can sit at the auditorium. (Krisette can ask Jay Peptus for an exact number)~~
- [x] ~~Connect with other organizations on campus and letting them know about the play and that you want to invite them out~~
- [ ] Find out how to send email blast to the students and staff.
- [ ] Reach out to the department over arts to see about utilizing the play for extra credit for their students.

Note: We can split foot soldiers on Feburary 10th 2023 to expand our reach.

All meet at the MSC
We break into Teams
With a brother or 2 in each team. (A PV student or someone familiar with the area in each team as well)

Promotional event	proposed day	Target Audience/ Team Break down	Estimated number of Volunteers needed	volunteers in attendance
BIG OUTREACH				
On campus outreach (9am-12pm) (Hard Stop at 11:50) transportation will start rounding up. Gather where the bus dropped everyone off.	**2/17/2023** Team 1 Team 2 Team 3 Team 4	**Team 1(Start Point Phase 1&2)** ☐ Students live on campus and places of socializing. Phase 1&2& MSC & Zone. **Team 2 (Start point at the View)** ☐ The View 1&2 & Bistro & Beauty Supply Bowling Alley. **Team 3 (Start Point the UC)** ☐ The UC, The Square, Library **Team 4 (Start Point Phase 3&6)** ☐ Phase		

		3&6		
Break	**12:10pm-1:10pm**	**Back To MSC For Lunch**		
community outreach 1:30pm - 3:30pm	Team 1 Team 2 Team 3 Team 4	**Apartment complexes around PVAMU** **Team 1 (englarge team 1)** ☐ Brookside (cover as much ground) **Team 2, 3 & Team 4** ☐ Fountain Hill (1st 4 buildings)		
TEAM PV OUTREACH				
Small /Big Businesses (Kay and Liyah) Organize	**2/10/24** Team PVAMU witnessing (drop off fliers at small business and ask for marketing help& some off campus housing) *Get Schedule*	**Business**. ☐ Bucces ☐ Walmart ☐ Subway **Off campus** ☐ Panther Hill ☐ Richards Reserve ☐ Panther Quarters		
Religious Establishments	(Liyah is calling)	☑ ~~Call/research hours of their opening and go promote.~~ ☑ ~~Find all churches~~		

		~~in the area. Even down to cypress area (Community of faith e.t.c)~~ ☑ ~~The chapel on campus. Speak with Dean Luther (Done and completed before 2/10/2023)~~		

Donations: Krisette Waivers & TIA Team (Eva Jones and Sister Aaliyah Gibbons)

- ☑ ~~Gather food donations for the day of the play.~~
- ☐ Use Budget from school: we need mask, gloves, paper towels and hand sanitizer for best practice food handling.
- ☐ Paper plates and cutleries *May come with food but we need to be prepared
- ☐ Cases of Water (TIA will check but TLC should also be prepared as well)

Per Sister Aaliyah Gibbons TIA fundraiser Representative, a lot of food has been secured so far.

Witnessing and foot soldiers recruitment -Alex & Destiny (please recruit campus secretaries from other campuses to aid)

- ☑ ~~Create or recycle forms to start soliciting help for witnessing.~~
- ☐ Create major witnessing events; choose two different Saturdays, do a commitment poll, get the number and contact sister Traci concerning this.
- ☐ Start creating verbiage for announcements and plan ahead how many Sundays we hope to make this be known to the masses. Have a plan of action among yourselves to ensure all that is needed by the RTM announcement team is in their hands before the deadline. Note: utilize verbiage from A&M events.

- [ ] Make provisions to recruit volunteers for the event day. On a rolling basis (meaning we can't wait to the day of the event; at least in November of 2023 we can start soliciting help) reserve (Ushers, greeters and sign in) reserve (for incase TIA need extras) for (food prep and serve to workers as well as clean up) for (after event clean up and organization crew) .

Fliers- Holly Igwilo & Ayzha Ricks

- [x] ~~Get design finalized: reinventing or not (TIA graphic designer)~~
- [x] ~~Communicate with the TLC president at PVAMU to ensure the Bible study room has been chosen and verified. (Bible study information goes on one side)~~
- [x] ~~Choose an appropriate vendor and order fliers. If using Kurt's vendor or Ayzha's, appropriate communication should be made so the procurement form is established.~~

15,000 fliers with Kurt = $675
15,000 fliers with Platforms used by sister Ayzha

- $692- Vista Print
- $573.58- Go prints

Note: prices from the platforms used by sister Ayzha come from trying to match the quality of that of Kurt. Thickness, glossiness etc

Event Day logistics - Iyanna and Louisa

- [ ] Will there be witnessing before the play on the day of? If yes a plan of action should be established considering it the time the play begins.
- [ ] Create form and insert it into a QR code for sign in specifically for the play. The QR code will be tested and placed on a clear print to allow effective sign in.
- [ ] Create a sign on the table and place volunteers.
- [ ] Reserve seats for dignitaries (assign 3 people to protect seats)
- [ ] Place everyone working in one GroupMe or group chat: Arrival time for all working members outside of TIA should be strictly set at a given hour so communication can happen all at once.
- [ ] Organize volunteers into categories and have them commit.
- [ ] Organize alter call: have ushers in position to hand masks and hand sanitizers to ministers. Also have a plan of action to organize alter to ensure alter call is well carried out.
- [ ] Ensure walkie Talkies are in place. Call Brother Lester
- [ ] Assign decorations (communicate with sister Donisha and buy all the decor needs ahead of time) brainstorm with Pinterest. Make provisions for a Photo Booth of some kind (might be able to fundraise with this) or just a place where people can take their own personal photos and have a core memory.

Attire and fashion the day off - Destiny Hood

- [ ] Brainstorm outfits that would make TLC members stand out.

- [ ] Brains storm outfits for those who will usher, greet and sign people in.

Event workers

10 Ushers
3 Greeters
2 sign in tables (to increase traffic flow) = 4 sign in personnels

Needs for TLC PVAMU budget
Hand sanitizers
Decorations
Program Brochure
Venue
Security

TIA -Business