

Meeting Notes April 6th 2014

Venue: Bangladesh American Center

Attendees: Shah Haleem, Khaled Khan, Nahida Naser, Shumana Salauddin, SM Haleem, SM Azad, Maleque Choudhury, Syed Kushum Kali, Monjur Rahman, Ashiqul Talukder, Shamim Ahmed, Rawnak Choudhury, Dr. Rafiq Khan

1. Stage: Back Drop by Shah Haleem
side banners and mesh for the front of the stage will be provided by Shumana Salauddin.
2. All volunteers need to check in at 3 pm sharp at venue -Stafford
3. Hotel : Khaled khan is working on rooms for Sabina and Andrew Kishore .
4. Transportation : Will be provided by Shamim Bhia for the artists and their team. for 3 days 3 cars.
5. Raffle Draw: Shamim Bhia is responsible for the raffle draw. He will also buy the raffle tickets and food tickets for the event.
6. 2 flower bouquet for the artist to welcome them. 40 dollar. Shumana will order it from Kroger and yeasmin bhabi will pick it up .
7. All seats will be numbered. We are trying to get more seats.
8. Cleaning help: Khaled Bhia will Hire 2 Guys 100 dollar each to help keep up with the cleaning and upkeep of the event from 3 pm till 12 am.
9. Security will be provided by Monjur Rahaman .
10. Food : will be bought from Mezbhan restaurant. They are the only restaurant that have all the required paperwork to be present in the venue. We will only sell snack type of Items. We need to make minimum 1200 dollar from food table.