



**AeroVision
Marketing and Branding Sub-Committee
Event Planning Meeting**

**May 20, 2014
9:00 a.m.**

Wayne Township Administration Office
1220 South High School Road
Indianapolis, IN 46241

AGENDA

- I. Call to Order, Introduction
- II. Approval of Minutes
- III. Event Planning
 - IND AeroVision one-year update and look ahead
Friday, June 20
11:00 – 1:30 + tours
 - a. Attendee list
 - b. Timeline for invitations
 - c. Speakers/Presentations
 - d. Publicity
 - e. Photography
 - f. Food/Beverages – The Skillman Corporation
 - g. Displays and Table Tops Exhibits
 - h. Incidentals
 - Name Tags
 - Parking
 - Room Set-up
 - Tour Transportation
 - Tour Route Defined
 - Handouts
 - Signage
 - Roles and Responsibilities
- IV. Open Discussion
- V. Good of the Order
- VI. Adjournment