

TO DO:

CCT Open House Friday, Oct. 8, 4:00 pm - 7:00 pm

1. Need VCR or O/H projector? -- Nina
2. Name tags, post-its -- Jan
3. Napkins -- Doan (check box in CCT office - there are some there already)
4. Chart paper, marking pens, masking tape -- Doan (check with Liz McPhee in GCOE Dean's office. She has key for supplies closet).
5. Navigational signs and arrows to Student Lounge from elevators -- Doan (Jan to make signs)
6. Extra copies of CCT Directory form -- Jan
7. Publicity materials -- Jan (Photocopying of publicity materials -- Doan)

Campus-Wide Open House Saturday, Oct. 23, 9:00 am - 12:00 pm

1. Email sent to current students asking for volunteers for CCT table -- Jan
2. Boombox and music CDs -- ?
3. Video testimonials presentation -- Bob
4. VCR & monitor -- Bob
5. Banner for CCT table -- John (from design by Jan)
6. Publicity materials -- Jan
7. Backup person for CCT table 11:00-12:00 -- Doan