Women’s History Month Luncheon Meeting

March 12, 2012

Present: Joanne DiPlacido; Krystal Rich; Carolyn Fallahi; Heather Prescott; Susan Slaga;

Absent/Excused: Bobbi Koplowitz; Ellen Retelle; Karen Ritzenhoff

We talked about the women’s history month luncheon schedule.

Carolyn & Krystal: Meet with the speaker and set up the show and tell.

11:30 Heather will come to help set up.

Carolyn: Go to Centix and pick up the tickets for those who were invited and paid for. Ask CAROLINE to man the table.

12:00 p.m.: salad on tables for audience (it will save interruptions)

Connecticut Room We will need a ticket table and then can ask Lori Bachus in terms of where they would put up an exhibit. Up to the side.

Speaker begins at 12:30.

To even give the speaker a chance to eat something. 12:20.

E-mail Emily to announce the scholarship winner? Recognize and welcome our invited guests. Right after the welcome guests. Thank supporters, etc. before the speaker goes on.

Contact Mark McLaughling to get that back on central pipeline. Tickets must be bought by March 26th at 2 p.m.

Introduction: Women in education….. Emma Hart Willard is one of the honorees. National women’s history month :([www.nwhp.org](http://www.nwhp.org)) - ….. Heather will announce that. Being that it is the 40th anniversary.

Schedule:

Joanne: begins at 12:15 and introduces the dignitaries and specials guests.

Heather: Introduces women in education & Emma Hart Willard honoree story.

Emily: Introduces the scholarship winner.

Carolyn: Introduces the speaker.