

LANU SCHOLARSHIP GALA PLANNING MEETING
MARCH 22, 2008

- I. Invitation Information- Must be sent out by Friday, March 28, 2008.
 - a. Date: May 10, 2008
 - b. Time: 6 PM
 - c. NAA Logo/ LANU Logo
 - d. Place: Thorne Auditorium, NU Law School, Address
 - e. Event Description
 - f. RSVP Date: April 28, 2008
 - g. Title: Noche de Gala
 - h. ETK RSVP option
 - i. Parking information can be put on the LANU link on the invitation
 - j. LANU link
 - k. Dress Attire: Business Formal
 - l. Guests Welcome
 - m. Ticket Pricing:
 - i. LANU Member: \$40
 - ii. Non-Member: 45
 - iii. Student: \$35
 - n. Donation Sheet
 - i. Amounts (\$50, \$100, \$200, \$___)
 - ii. Sponsor Ranges
 - iii. Contact Info Request: Name, Address, Tel Phone #, Cell Phone, School, Year, Title, Company
 - iv. Payment Link on LANU website
 1. ULYSSES- check on how to set up payment link for account.
- II. Invitation Print
 - a. 1400 Invitations ½ sheets
 - b. 1400 Donation sheets: ¼ sheets
 - c. \$574 for postage (can NAA pay for it or take it from LANU account?)
- III. Marketing Review and Brochures- by April 4th, 2008
 - a. Begin a marketing review of our information and begin working on brochure to have available the day of.
 - b. DAVID- ask NAA to include info of Gala through the NAA email blast.
 - i. Also, set up payment link on LANU website.
- IV. NAA Board Meeting
 - a. Must have LANU brochures for distribution at the board meeting.
 - b. JAIME- contact Amanda for LANU banner.

- V. Speaker
 - a. President Bienen
 - b. President of the NAA
 - c. LANU Presidents
 - d. Keynote Speaker
 - e. Scholarship Chair (recognition of Scholarship): Award for Kenneth
 - i. Need to get a plaque.
 - ii. Q-Can we find out who gave \$20,000 to the scholarship fund??
 - f. Budget:
 - i. Music- \$1500
 - ii. Food-\$2000
 - iii. Liquour- \$1500
 - iv. Custodial- \$300
 - v. Table/ HighBoys- \$100

JAIME- find out how much Sodexo charges.

Next meeting: April 1, 2008 at 6:30 PM