# General Logistics

# Meeting 1

## Logistics

Meeting space for 100 people; round tables necessary so people can sit with their teams

August 14th

10am to 3pm

Amelita Mirolo Barn: <https://upperarlingtonoh.gov/city-facilities/amelita-mirolo-barn/#1521819620043-5df9a18c-c0b0>

 $90/hour

Coffee, tea and water service in the morning; boxed lunches

Need projector, screens, and microphone

# Meeting 2

This meeting is a two-day meeting.

September 10th and 11th

## Day 1

Contract with the Graduate Columbus in the Short North

 <https://graduatehotels.com/columbus>

Training content begins at 10am and will go till about 4pm. The group will break at 4ish for an hour to an hour and a half. At 530pm or 6pm, the group will meet back up for a dinner and moderated panel of presenters in the meeting space. Dinner and the panel should last about 90 minutes.

Boxed lunches; buffet style dinner

Need projector, screens, and microphone

Hoping to get parking sponsored

## Day 2

Meet at statehouse Atrium at 9am for an hour-long presentation on content TBD

 Statehouse Atrium is reserved from 8am till 2pm

 Would like coffee service in the morning and perhaps boxed lunches

Starting at 10, Christine will attempt to schedule legislative meetings with General Assembly offices and people will disburse; would also like to schedule a few group tours of the statehouse for those who have never been

 Should either the House or Senate be in, we will take people to listen to session