

**CIT Officer Appreciation Banquet**

**Planning Meeting**

**March 13, 2018**

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| **Agenda Topic** | **Comments/**  **Responsibilities** |
| **Facility** |  |
| **Admission** |  |
| **Invitations** |  |
| **Tickets** |  |
| **Food** |  |
| **Cash Bar** |  |
| **Key Note Speaker** |  |
| **Program** |  |
| **Awards** | **CIT Officer of the Year**  **CIT Community Partner of the Year**  **CIT Officer Award of Excellence**  **Appreciation awards**  **Nomination Letter May 10**  **Deadline June 15**  **Follow up on nominations May 28th**  **Include criteria guidelines for nominations** |
| **Video** |  |
| **Sponsor** |  |
| **Financials** |  |
| **Basket Auction** |  |
| **Marketing** |  |
| **Decorations** |  |
| **Volunteers** |  |
| **Registration** |  |
| **Set Up & Clean UP** |  |
| **Other Business** |  |
| **Next Meeting** |  |

**Committee Members**

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| **Savannah Martin** |
| **Victoria Dormeyer** |
| **Dwana Lyerla** |
| **Shawni Miller** |
| **Warren Skinner** |
| **Mary Burton** |
| **Jill Williams** |